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## Alternate Formats

Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities. Please contact Disabled Students Programs & Services at (626) 914-8675.

Empleados de Citrus College que puedan asistir con información en español, favor de ver la columna derecho de esta página.

## Disclaimer

Citrus College has made every reasonable effort to ensure that the information in this class schedule accurately reflects current legislation, policies and fees. However, this information is subject to modification at any time without notice in order to accommodate changes in the resources or educational plans of the Citrus Community College District, or for reasons deemed appropriate by the superintendent/president of designee. This schedule does not constitute a contract between the student and the college.



## Important Phone Numbers

Admissions and Records  
(626) 914-8511

Career/Transfer Center  
(626) 914-8639

Counseling  
(626) 914-8530

Financial Aid  
(626) 914-8592

General Information  
(626) 963-0323

## Para Información En Español

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Julianne Miranda  
(626) 857-4132

Consejeria  
Claudia Castillo  
(626) 914-8537

Laura Villegas  
(626) 857-4093

Programas Educativos de Oportunidades y Servicio (EOP&S)  
Sara Gonzales-Tapia  
(626) 914-8556

Raul Sanchez  
(626) 857-4064

Servicios Fiscales  
Rosalinda Buchwald  
(626) 914-8897

## Mission Statement

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

## La Misión de Citrus College

Citrus College ofrece oportunidades educativas innovadoras y servicios de apoyo estudiantil que conducen a la finalización exitosa de los grados, transferencia, educación profesional y habilidades básicas. El colegio fomenta el éxito personal y profesional a través del desarrollo del pensamiento crítico, la comunicación efectiva, la creatividad y la conciencia cultural en una comunidad de aprendizaje segura, accesible y asequible. Para satisfacer las necesidades de nuestra población de estudiantes demográficamente diversa, abrazamos la equidad y la rendición de cuentas a través de resultados de aprendizaje mensurables, decisiones basadas en datos éticos y logros estudiantiles.

## Vision

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

## Values

- Student Focus
- Excellence
- Collaboration
- Diversity
- Life-Long Learning
- Integrity
- Technological Advancement

## Visión

Citrus College ofrece excelentes oportunidades educativas que responden a las necesidades de la comunidad y ayudan a los estudiantes a enfrentar los desafíos económicos, sociales y del medio ambiente para convertirse en participantes activos para contribuir al mundo del futuro.

## Valores

- Enfoque en los Estudiantes
- Excelencia
- Colaboración
- Diversidad
- Aprendizaje para Mejorar Calidad de Vida
- Integridad
- Avances Tecnológicos

## Citrus Community College District Board of Trustees

### Mrs. Susan M. Keith, President

Claremont and portions of Pomona and La Verne Representative

### Dr. Barbara R. Dickerson, Vice President

Azusa and portions of Duarte Representative

### Dr. Edward C. Ortell, Clerk/Secretary

Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

### Dr. Patricia A. Rasmussen, Member

Glendora and portions of San Dimas Representative

### Mrs. Joanne Montgomery, Member

Monrovia/Bradbury and portions of Duarte Representative

### Ms. Yachi Rivas

Student Representative

### Dr. Geraldine M. Perri Superintendent/President

## Summer Session / Fall Semester 2019

### Important Dates & Deadlines

#### SUMMER AND FALL REGISTRATION DATES

<b>April 29</b>	View your Summer Session and Fall Semester appointment times on WingSpan at <a href="https://wingspan.citruscollege.edu">https://wingspan.citruscollege.edu</a>
<b>May 13</b>	WingSpan Registration for Summer Session and Fall Semester begins: <a href="https://wingspan.citruscollege.edu">https://wingspan.citruscollege.edu</a> between 6 a.m.-midnight
<b>May 25 &amp; 27</b>	<i>Memorial Day Holiday</i>
<b>June 23</b> <b>June 24</b>	Summer Residence Determination Date <b>Summer 2019 Instruction Begins</b> Waitlists no longer in use Add codes begin

#### Drop for Non-Payment

<b>For Summer 2019:</b> May 30 at 6 p.m. June 21 at 6 p.m.	<b>Students registering for Summer between:</b> May 13-May 30 May 31-June 21
<b>For Fall 2019:</b> July 11 at 6 p.m. August 1 at 6 p.m. August 22 at 6 p.m.	<b>Students registering for Fall between:</b> May 13-July 11 July 12-August 1 August 2-August 22
See pages 24-26 or <a href="http://www.citruscollege.edu/ar">www.citruscollege.edu/ar</a> for enrollment and payment information.	

#### All registration and program changes will be done online.

See page 26 for Add Code instructions. For a complete list of add, drop and refund deadlines, see [www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx](http://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx).

<b>July 1</b>	Fall fees posted to Wingspan.
<b>July 4</b>	<i>Independence Day Holiday</i>
<b>July 25</b>	Last day to file Summer 2019 graduation applications.
<b>August 2</b>	<b>Summer 2019 — Six-Week Classes End</b>
<b>August 16</b>	<b>Summer 2019 — Eight-Week Classes End</b> The official end of the summer session
	<b>Final examinations for Summer 2019 will be held on the last day of class.</b>

#### View Your Appointment

Beginning April 29, 2019  
24 hours a day

#### Registration Begins

Priority Groups  
May 13, 2019

Continuing & New Students  
May 14, 2019

#### \*Who's Who?

##### Continuing Students:

You are a **continuing** student if you previously enrolled in credit classes at Citrus College. Concurrent enrollment students are not considered continuing students and receive the lowest registration priority.

##### New Students:

You are a **new** student if you have never enrolled in credit classes at Citrus College.

##### Registration Priority:

New students who have completed college orientation, assessment, and have developed education plans, as well as continuing students in good standing who have not exceeded 100 degree applicable units, will have priority over students who do not meet these criteria.

The deadline to appeal receiving lower enrollment priority is April 15, 2019.

The enrollment priority deadline for new student orientation, and student educational plan is also April 15, 2019.

## Summer Session and Fall Semester 2019

### Important Dates and Deadlines

<b>August 23</b>	Convocation Day for faculty and staff — <b>No classes in session</b> Residence Determination Date
<b>August 24</b>	<b>Fall 2019 — Saturday and online education classes begin</b>
<b>August 26</b>	<b>First Monday of Fall Semester 2019</b> Waitlists no longer in use; Add codes begin
	<b>All registration and program changes will be done online.</b> See page 26 for Add Code instructions. For a complete list of add, drop and refund deadlines, see <a href="http://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx">www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx</a> .
<b>September 2</b>	<i>Labor Day Holiday</i>
<b>October 21</b>	<b>Fall 2019 — Second 8-week classes begin</b>
<b>October 31</b>	<b>Required Orientation deadline</b> for students new to Citrus College in Summer and Fall 2019. See pages 21-23 for more information.
<b>November 7</b>	Last day to file Fall 2019 graduation applications for June 2019 ceremony
<b>November 9 &amp; 11</b>	<i>Veterans Day Holiday</i>
<b>November 28—30</b>	<i>Thanksgiving Holiday</i>
<b>December 9—14</b>	<b>Fall 2019 — Final Examinations</b> —see page 5 for schedule
<b>Dec. 16—Jan. 3</b>	<i>Winter Break</i>



## A College of Completion

Citrus College: A College of Completion is an initiative designed to encourage and support students as they endeavor to complete their educations, transfer to baccalaureate degree programs and enter the career fields of their choice. This college-wide effort is a response to a 2009 challenge from the White House for the nation's community colleges to produce an additional 8 million college graduates by 2020.



***“The College of Completion campaign enables us to publicly declare our commitment to the academic achievement of our student body and it puts college completion front and center of our priorities.”***

—Dr. Geraldine M. Perri  
Superintendent/President

## Fall Semester 2019 Final Exam Schedule Monday, December 9–Saturday, December 14

<b>Class Meeting Block Times</b>	
<b>A1</b> 6:45-8:10 a.m. 7:00-9:05 a.m. 7:05-11:20 a.m. 7:30-8:40 a.m. 7:30-10:00 a.m. 8:00-9:15 a.m. 8:30-9:20 a.m.	<b>C1</b> 3:00-4:30 p.m. 3:10-6:30 p.m. 3:30-5:40 p.m. 3:40-6:50 p.m. 3:50-5:00 p.m. 3:50-5:05 p.m. 3:50-5:15 p.m. 3:50-5:25 p.m. 3:50-5:55 p.m. 3:50-6:20 p.m. 3:50-8:05 p.m. 4:00-4:50 p.m.
<b>A2</b> 8:00-9:35 a.m. 8:10-11:20 a.m. 8:20-9:45 a.m. 8:50-10:00 a.m. 9:15-11:20 a.m. 9:30-10:20 a.m.	<b>C2</b> 5:00-5:50 p.m. 5:25-6:35 p.m. 5:25-6:40 p.m. 5:25-6:50 p.m. 5:35-7:10 p.m.
<b>A3</b> 9:25-10:40 a.m. 9:45-11:20 a.m. 9:55-11:20 a.m. 10:10-11:20 a.m. 10:10 a.m.-12:40 p.m. 10:30-11:20 a.m.	<b>C3</b> 6:00-6:50 p.m. 6:05-8:10 p.m.
<b>B1</b> 10:00 a.m.-12:05 p.m. 10:50 a.m.-12:05 p.m. 11:30 a.m.-12:20 p.m. 11:30 a.m.-12:40 p.m. 11:30 a.m.-12:55 p.m. 11:30 a.m.-1:05 p.m. 11:30 a.m.-2:00 p.m. 11:30 a.m.-2:40 p.m. 11:30 a.m.-3:45 p.m.	<b>D1</b> 6:00-10:15 p.m. 7:00-7:50 p.m. 7:00-8:10 p.m. 7:00-8:15 p.m. 7:00-8:25 p.m. 7:00-9:05 p.m. 7:00-9:30 p.m. 7:00-10:10 p.m. 7:20-8:55 p.m.
<b>B2</b> 11:30 a.m.-1:35 p.m. 12:15 -1:30 p.m. 12:30 -1:20 p.m. 1:05 - 2:15 p.m. 1:05 - 2:30 p.m. 1:15 - 2:50 p.m.	<b>D2</b> 8:00-8:50 p.m. 8:20-9:30 p.m. 8:20-10:25 p.m. 8:25-9:40 p.m. 8:35-10:00 p.m.
<b>B3</b> 1:30-2:20 p.m. 1:30-2:55 p.m. 1:30-4:00 p.m. 1:40-2:55 p.m. 1:55-3:25 p.m. 1:55-4:20 p.m. 2:00-4:35 p.m. 2:30-4:05 p.m. 2:30-4:40 p.m. 2:30-5:10 p.m. 2:35-3:35 p.m. 2:40-3:35 p.m. 2:40-3:45 p.m.	

**If your class meets Monday/Wednesday;  
Monday/Wednesday/Friday; Monday-Thursday**

**Exam Dates: Monday, December 9**

Class Times	Exam Times
Block A1	8:00 a.m.-10:00 a.m.
Block A3	10:30 a.m.-12:30 p.m.
Block B2	1:00 p.m.-3:00 p.m.
Block C1	3:30 p.m.-5:30 p.m.
Block C3	6:00 p.m.-8:00 p.m.
Block D2	8:30 p.m.-10:30 p.m.

**Exam Dates: Wednesday, December 11**

Class Times	Exam Times
Block A2	8:00 a.m.-10:00 a.m.
Block B1	10:30 a.m.-12:30 p.m.
Block B3	1:00 p.m.-3:00 p.m.
Block C2	3:30 p.m.-5:30 p.m.
Block D1	6:00 p.m.-8:00 p.m.

**If your class meets Tuesday/Thursday**

**Exam Dates: Tuesday, December 10**

Class Times	Exam Times
Block A1	8:00 a.m.-10:00 a.m.
Block A3	10:30 a.m.-12:30 p.m.
Block B2	1:00 p.m.-3:00 p.m.
Block C1	3:30 p.m.-5:30 p.m.
Block C3	6:00 p.m.-8:00 p.m.
Block D2	8:30 p.m.-10:30 p.m.

**Exam Dates: Thursday, December 12**

Class Times	Exam Times
Block A2	8:00 a.m.-10:00 a.m.
Block B1	10:30 a.m.-12:30 p.m.
Block B3	1:00 p.m.-3:00 p.m.
Block C2	3:30 p.m.-5:30 p.m.
Block D1	6:00 p.m.-8:00 p.m.

**If your class meets one day a week (such as Tuesdays only), your final exam will be during the week of final exams on the same day that the class is normally scheduled. Therefore, for classes that meet during the following block, your exam will be:**

Block A1 or A2	8:00 a.m.-10:00 a.m.
Block A3 or B1	10:30 a.m.-12:30 p.m.
Block B2 or B3	1:00 p.m.-3:00 p.m.
Block C1 or C2	3:30 p.m.-5:30 p.m.
Block C3 or D1	6:00 p.m.-8:00 p.m.
Block D2	8:30 p.m.-10:30 p.m.

**If your class meets on Friday and Saturday only, the final exam will be held during the normally scheduled class time on Friday, December 13.**

**Final exams will be scheduled by the instructor for Online Education, hybrid classes and classes less than full semester in length.**

**In the unlikely event that a student has two final exams that occur on the same date and at the same time, the student needs to contact each instructor so that alternate arrangements can be made for one of the exams.**

## Degrees, Certificates and Skill Awards

### Associate Degrees

The Associate in Arts and the Associate in Science degrees require a minimum of 18 units with grades of C or above in the following program categories, in addition to general education and proficiency requirements.

#### Associate Degrees for Transfer

- Administration of Justice
- Anthropology
- Art History
- Biology
- Business Administration
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Global Studies
- History
- Journalism
- Kinesiology
- Mathematics
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

#### Associate in Arts Degrees

- Dance
- English Literature
- Language Arts
- Liberal Arts—Humanities
- Music
- Peace Studies
- Social Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis
- Visual Arts

#### Associate in Science Degrees

- Architecture
- Automotive Technology
- Biological Sciences
- Biotechnology
- Business
- Child Development
- Construction Management

- Correctional Science
- Cosmetology
- Criminal Justice
- Dental Assisting
- Digital and Web Design
- Design and Engineering Drawing Technology
- Emergency Management and Homeland Security
- Esthetician
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Physical Science
- Pre-Allied Health
- Pre-Engineering
- Public Works
- Real Estate
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Efficiency Management
- Water Technology

### Certificate Programs

Citrus College grants certificates of achievement in a variety of subject areas. These certificates of achievement may be used to verify a student's proficiency in the skills and knowledge needed for entry-level employment or for career advancement. To earn a certificate of achievement, a student must satisfactorily complete 18 units or more in a specific sequence of required courses. The number of units will vary by program; many subjects require more than 18 units. At least 50 percent of these required courses must be completed at Citrus College and a 2.0 GPA is required.

#### Certificates of Achievement

- Accounting
- Administrative Office Occupations
- Architectural Design
- Audio Recording Technology
- Automotive Maintenance and Light Repair
- Automotive Research and Development
- Automotive Service, Diagnosis, and Repair –Master Technician
- Automotive Service, Diagnosis and Repair –Toyota/Lexus/Scion Technician
- Automotive Service, Diagnosis & Repair–Undercar/Drivetrain

#### Specialist

- Automotive Service, Diagnosis and Repair-Underhood Specialist
- Biomanufacturing
- Business Information Professional
- Ceramics – One Year
- Ceramics – Two Year
- Child Development Master Teacher
- Child Development Master Teacher–Early Intervention
- Commercial Dance
- Computer Aided Design (CAD) Architecture and Drafting
- Computer Generated Imagery (CGI)
- Construction Inspection
- Construction Management
- Construction Quality Control
- Correctional Science
- Cosmetology
- Criminal Justice
- CSUGE
- Database Administrator
- Dental Assisting
- Diesel Engine Service, Diagnosis & Repair Technician
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Gaming and Applications Development
- Information Technology
- Intersegmental General Education Transfer Curriculum (IGETC)
- International Business
- Literature
- Medium and Heavy-Duty Diesel Truck Service, Diagnosis and Repair Technician
- Photography
- Public Works: Inspection, Supervision and Management
- Public Works: Maintenance Services
- Stationary Power Generation Service, Diagnosis and Repair Master Technician
- Theatre Technologies, Emerging
- Vocational Nursing
- Water Efficiency Management
- Water Technology
- Website Development
- Wildland Resources and Forestry
- Writing Competency

## Degrees, Certificates and Skill Awards Continued

### Skill Awards

Some departments, based on the satisfactory completion of a course or a sequence of courses, issue a Skill Award. A Skill Award may verify and provide documentation of proficiency for entry-level employment requirements, job upgrades and application into fields that require documentation of specific coursework.

#### Skill Awards

- Athletic Training
- Automotive Emissions Inspection
- Child Development Associate Teacher
- Coaching
- Construction Health and Safety Specialist
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Entrepreneurship
- Finance
- Greenscape Maintenance Technology
- Hardscape Maintenance Technology
- Home Health Aide
- Human Resource Management
- Infant and Child Development Associate Teacher
- International Business
- Journalism
- Maintenance and Light Repair: Undercar
- Maintenance and Light Repair: Underhood
- Marketing
- Microsoft Office
- Nurse Assistant
- Office Clerk
- Personal Trainer
- Principles of Management
- Public Works Inspection
- Public Works Supervision and Management
- QuickBooks
- Real Estate
- Real Estate II
- Special Inspection—Reinforced Concrete

## Recommended Programs of Study For Unavailable Areas of Study

Although not all areas of study are offered, students interested in the following areas of study for transfer are encouraged to select a program of study from the recommended majors list for the associate degree and to meet with a counselor to select courses in keeping with that transfer area of study.

Study Area	Recommended Programs of Study
Animal Science	Biological Sciences
Biochemistry	Biological Sciences, Biotechnology, Physical Science
Chemistry	Physical Science
Computer Information Systems	Business, Business Administration (AD-T)
Computer Science	Mathematics (AD-T), Physics (AD-T)
Engineering	Mathematics (AD-T), Physics (AD-T), Pre-Engineering
Environmental Science	Biological Sciences, Physical Science
Ethnic Studies: Latino Studies, African-American Studies, Women's Studies	Social Sciences, Sociology (AD-T)
Foreign Languages: Chinese, German, Japanese	Language Arts
Forensic Science	Biological Sciences, Physical Science
Health Sciences: BSN, Health Science, Public Health	Biological Sciences, Kinesiology (AD-T), Pre-Allied Health
Humanities	Language Arts, Liberal Arts - Humanities, Social Sciences
International Relations	History (AD-T), Political Science (AD-T), Social Sciences

# Checklist for Applying to and Registering at Citrus College

## Admission and Financial Aid

- Apply [online](#).
- You can apply for summer session and fall semester beginning January 1 and for winter session and spring semester beginning September 1.
- On the application you will be asked to select a course of study. If you are not sure what course of study to select, please visit the [Career Center webpage](#) for free online tools to help you select a career and course of study.
- Once you apply you do not need to reapply so long as you register for the term you applied for or you register for one of the next two terms.
- Complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and use the Citrus College School Code: 001166. If you do not have a Social Security number, complete the California Dream Act application [online](#).
- Check your Citrus e-mail for correspondence.

## College and High School Transcripts

- Request official college transcripts from all colleges previously attended to be sent to the [Admissions and Records Office](#). It is recommended that high school and college transcripts are on file prior to your registration appointment and before your appointment with a counselor or educational advisor.
- Foreign transcripts must be [evaluated](#) by an approved transcript evaluation service. Seek advice from a counselor prior to evaluating foreign transcripts.

## Student E-mail Account

- All students will receive a Welcome letter with their student ID number and Citrus College e-mail account in order to receive information regarding registration, financial aid, class information and any other college communication.
- Visit the [student e-mail webpage](#) for additional information on activating your e-mail account.

## Placement

- Beginning November 1, 2018, placement into English and math is based upon self-reported high school GPA and the last math course completed in high school with a "C-" or better. All applicants receive an email with their placement into English and math. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. Students with questions about their placement should meet with a counselor.
- Students without high school data on the application receive the following placements, which provide access to transfer-level English and math:
  - **English**
    - English 101+S (5 units) with support for Summer 2019 and English 101E (5 units) with support starting in Fall.
  - **Math**—Students may pick one of the following choices:
    - **Transfer-level** Statistics with support: Math 065 (2 units) plus Math 165 (4 units)—**open to all students**
    - Intermediate Algebra with support: Math 050 (3 units) plus Math 150 (5 units) - **for Science, Technology, Engineering, and Math (STEM) majors.**
- Students interested in studying business or psychology should check with a counselor regarding selecting appropriate math courses.
- International (F-1 visa) students need to contact the [International Student Center \(ISC\)](#) to schedule taking the ESL Accuplacer test.
- Non-international ESL students need to contact the [Counseling and Advisement Center](#) for a referral form to take the ESL Accuplacer test if assessment is determined to be required. Non-international ESL students are those students whose primary language at home is other than English and who require additional English language support to develop reading, writing, listening, and speaking skills.

## Required Orientation

- Orientation - Students applying to Citrus College **MUST** complete orientation. Registration will be withheld from those students who do not complete orientation by the deadline date. The deadline date for summer/fall applicants is October 31 and the deadline date for winter/spring applicants is June 30. Please refer to the Student Success and Support Program (SSSP) section for SSSP exemption criteria information and procedures for challenging matriculation regulatory provisions.
- Orientation is offered in several formats in which some orientation sessions include a Student Educational Plan (SEP). Orientation can be satisfied by participating in the following sessions:
  - In-person orientation (recommended for new students; SEP included)
  - Early Decision Day at Citrus College (only available through high school districts)
  - [Online orientation](#)—new students who complete this as well as an SEP will earn an earlier registration date.



# Checklist for Applying to and Registering at Citrus College



## Counseling Services

- After completion of the assessment and orientation, complete a SEP. If you have completed 15 or less college units, attend a Course Planning Session to create an Abbreviated SEP (one semester plan). If you have 16 or more college units completed, make an appointment with a counselor to complete a SEP. For the Course Planning Session schedule and to make an appointment, check out the [Counseling and Advisement Center webpage](#), call (626) 914-8530, or stop by the Counseling and Advisement Center located on the second floor of the Student Services Building. If you are eligible for specialty counseling services, inquire with the appropriate department for available SEP services. New students who complete the SEP component will earn an earlier registration date.
- New students will also be required to complete a Comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the third semester. The Comprehensive SEP describes student responsibilities, requirements, courses, programs, and services necessary to achieve the course of study goal.
- Undecided Goal – For assistance in choosing an Educational Goal and/or Course of Study (major) pathway, contact the [Career Center](#) at (626) 914-8530 for a list of services and resources. To change your status from “undecided goal” to a specific educational goal and/or course of study, login to [WingSpan](#), select Admissions and Records, Update Program Course of Study.



## **Registration Appointment Date**

- View your registration appointment date online on [WingSpan](#). You will need your Citrus Identification Number and Personal Identification Number (PIN) to access WingSpan which is the Citrus College registration system. Your PIN is your birth date (example April 30, 1988 enter 043088) unless you previously changed your PIN.
- Your appointment is valid for the date and time shown, and for any scheduled registration date and time thereafter.
- For information on how registration appointments are issued and what you need to do to ensure you receive a higher registration appointment, visit the [priority registration page](#).



## **Register on [WingSpan](#)**

- On your registration date register online on [WingSpan](#).
- Be prepared to pay for your classes when you register to avoid losing your classes due to [non-payment drop](#).
- If you experience technical difficulties with login issues to student e-mail, WingSpan, Network, wireless access, or Canvas, please visit the [Student Login Guide](#).



## **Attend the First Class: It's Required!**

- If you enroll in a class and miss the first meeting, the instructor may give your place to a waiting student.
- If you cannot take the class, it is your responsibility to drop your class online before the refund and or drop/withdrawal deadlines. Please review the [Add/Drop/Refund Deadline Dates](#) on the class schedule webpage.



## **Get Involved on Campus!**

- Engaging in student activities can be a rewarding component of your education. We offer a variety of opportunities for you to become involved with student life and create a sense of campus community.
- Get involved with your fellow Owls and join an organization, club, performing arts group, journalism, or competitive athletics team!!!
- Visit the [Student Affairs](#) page for information about student activities, campus clubs, and student government.
- Follow us on social media. Our links are on our web pages. We're on [Facebook](#), [Twitter](#) and [Instagram](#).
- Visit the [Campus Center](#) or [Office of Student Life and Leadership Development](#) to learn about upcoming activities.
- Watch for fliers and posters around campus announcing upcoming events and opportunities.
- Register to Vote – Please visit the [voter registration website](#) for additional information on becoming a registered voter.



## **College Catalog - Rules, Regulations and Program Information**

- Learn the rules and regulations that apply to you as well as program requirements by reviewing the [College Catalog](#).

# Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

## **Admission (Admisiones) y Financial Aid (Ayuda Financiera)**

- Inscríbese en línea [online](#).
- Usted puede inscribirse en la sesión de verano y en el semestre de otoño a partir del 1 de Enero y para la sesión de invierno e primavera a partir del 1 de Septiembre.
- En la solicitud, se le preguntará que seleccione sus estudios. Si no está aún seguro/a de lo que desea estudiar, favor de visitar el sitio de Internet del Centro de Carreras en [Career Center webpage](#) para ver las herramientas gratuitas en línea que le ayudarán a seleccionar la carrera que desea estudiar.
- Una vez que solicita admisión, no necesita volver a llenar otra solicitud siempre y cuando se inscriba para el semestre que desea o se inscriba para asistir uno o dos semestres seguidos.
- Complete la solicitud FAFSA en línea en [www.fafsa.gov](#) y utilice el código de Citrus College: 001166.
- Revise su e-mail de Citrus para leer su correspondencia.

## **Archivos de Preparatoria y Colegios**

- Solicite los archivos oficiales “transcripts” de la preparatoria y/o colegios a los que previamente asistió y pida que sean enviados a la Oficina de Admisiones [Admissions and Records Office](#) . Se recomienda que sus archivos de la preparatoria y/o de colegios hayan sido recibidos antes de tener su cita con su consejero/asesor académico
- Archivos del extranjero deben ser evaluados/ [evaluated](#) por un servicio aprobado de evaluación. Busque asesoría de un consejero antes de pedir que se evalúen sus archivos escolares del extranjero.

## **Cuenta de E-mail de Estudiantes**

- Todos los estudiantes han recibido una cuenta de e-mail de Citrus College para poder recibir información sobre su inscripción, de ayuda financiera, de clases y de otro tipo de comunicación del colegio.
- Visite la página con información sobre e-mail de estudiantes en [student e-mail webpage](#) para acceder a su cuenta de e-mail.

## **Assessment Test Pruebas de Evaluación**

- Para los horarios de las pruebas y para información adicional, visite la página principal de Centro de Pruebas [Testing Center](#).
- Una identificación con fotografía debe presentarse para tomar la prueba.
- Los estudiantes que completaron clases de matemáticas o inglés o que tomaron la prueba de evaluación en otro colegio deben solicitar que los resultados de su prueba de evaluación o archivos oficiales del colegio sean enviados a la Oficina de Admisiones y Records [Admissions and Records Office](#).
- Se recomienda que los estudiantes que tienen alguna incapacidad y requieren que se hagan arreglos especiales para tomar algún examen, hagan los arreglos a través de la Oficina de Servicios y Programas para Estudiantes Discapacitados, (626) 914-8675.
- Los estudiantes nuevos que completen la evaluación podrán obtener una fecha de prioridad para la inscripción de clases.

## **Required Orientation Orientación Requerida**

- **Orientación** –Los estudiantes que se inscriben en Citrus College **DEBEN** completar una orientación. No se permitirá ninguna inscripción a los estudiantes que no hayan completado la orientación para la fecha límite. La fecha límite para completar la orientación para los solicitantes de Verano/Otoño es el 31 de Octubre y la fecha límite para los solicitantes de Invierno/Primavera es el 30 de Junio. Por favor vaya a las sección de “Student Success and Support Program” (SSSP) para información sobre criterios para tener exención y sobre los procedimientos para cuestionar las provisiones del reglamento para la matriculación.
- La orientación se ofrece en varios formatos, en algunas orientaciones se incluye el Plan Educativo Estudiantil (SEP)
- El requisito de orientación se puede cumplir a través de cualquiera de las siguientes maneras:
  - Orientación en persona (recomendada para los estudiantes nuevos; incluye SEP)
  - Sesión de Pruebas de Evaluación para Nuevos Estudiantes/ Sesión de Orientación [New Student Assessment/Orientation Session](#)
  - Día de ‘Early Decision’ en Citrus College (solamente disponible a través de los distritos escolares de las preparatorias participantes)
  - [Online orientation](#) Orientación en línea
- Los estudiantes nuevos que completen la orientación podrán obtener una fecha de prioridad para la inscripción de clases.

## Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

### **Counseling Services Servicios de Consejería**

- Después de terminar su evaluación y orientación, complete su SEP. Si tiene menos de 15 unidades de colegio, asista a una sesión de Planificación de Cursos para crear un SEP para un semestre. Si tiene 16 o más unidades de colegio completadas, haga una cita con un consejero para crear su SEP. Para el horario de la Planificación de Sesión o para hacer una cita, visite la página en internet del Centro de Consejería y Evaluación en [Counseling and Advisement Center webpage](#), o llame al (626) 914-8530, o visite la oficina de Consejería y Asesoría Académica ubicada en el segundo piso del Edificio de Servicios Estudiantiles. Si usted es elegible para servicios especiales de consejería, por favor pregunte al departamento apropiado cuáles son sus servicios disponibles para SEP. A partir del Otoño 2014, si el estudiante no completa un SEP, resultará en una cita sin prioridad para inscribirse.
- Meta indeterminada: para obtener ayuda para elegir una meta educativa y / o un curso de estudio (principal), comuníquese con [el Centro de carreras profesionales](#) al (626) 914-8530 para obtener una lista de servicios y recursos. Para cambiar su estado de "objetivo indeciso" a un objetivo educativo específico y / o curso de estudio, inicie sesión en [WingSpan](#) seleccione Admisiones y registros, actualice el curso de estudio del programa.

### **Fecha de su Cita para Inscribirse**

- Puede ver el horario y la fecha de su cita en línea en [WingSpan](#). Necesitará su Número de Identificación de Citrus y su Número de Identificación Personal (PIN) para poder acceder a WingSpan, que es el sistema de inscripciones de Citrus College. Su PIN es su fecha de nacimiento (por ejemplo, si es el 30 de abril de 1988, ingrese 043088) al menos que previamente haya cambiado su PIN. AVISO: Necesita su Número de Identificación de Citrus y su Identificación con fotografía para todos los asuntos del colegio.
- Su cita es únicamente válida para la fecha y el horario indicado, y para cualquier horario que se indique posteriormente.
- Para información sobre cómo se otorgan las citas para inscribirse y que es lo que usted necesita para asegurarse que reciba una prioridad más alta en sus citas, favor de visitar la página de prioridad en la inscripción en [priority registration page](#).

### **Inscríbese en WingSpan**

- En su fecha de inscripción vaya a [WingSpan](#).
- Esté preparado para pagar por sus clases al momento de inscribirse para evitar que pierda sus clases por falta de pago [non-payment drop](#).

### **¡Asista a la Primera Clase: es un Requisito!**

- Si está inscrito en la clase y falta a la primera clase, el instructor le puede dar su lugar a un estudiante que se encuentra en la lista de espera.
- Si no puede tomar la clase, es su responsabilidad darse de baja de la clase en Internet antes de la fecha para recibir reembolso o de la fecha para poder darse de baja de la clase. Favor de revisar las fechas límites [Deadline Dates](#) en el horario de clases que se encuentra en Internet.

### **¡Participe en las Actividades el Colegio!**

- El participar en actividades estudiantiles puede ser una experiencia muy satisfactoria dentro de su experiencia en el colegio. Ofrecemos una gran variedad de oportunidades para que usted pueda participar en actividades estudiantiles y crear un sentido de comunidad en el colegio.
- ¡Involúcrese con sus queridos 'Owls' (Búhos) o sea parte de una organización, club, grupo de arte, periodismo o equipo deportivo!
- Visite la página de Asuntos Estudiantiles [Student Affairs](#) para información sobre actividades estudiantiles, clubes del colegio, y junta estudiantil.
- Síguenos en los medios sociales. Nuestros enlaces están en nuestra página web. Estamos en [Facebook, Twitter and Instagram](#).
- Visite el Centro del Colegio [Campus Center](#) o la Oficina de Vida Estudiantil y Desarrollo de Liderazgo [Office of Student Life and Leadership Development](#) para información sobre actividades futuras.
- Esté al pendiente de los volantes y posters en todo el colegio con información sobre futuros eventos y oportunidades.
- Empadrónese para Votar – Favor de visitar la página de empadronamiento de votantes [voter registration website](#) para más información sobre como empadronarse.

### **College Catalog Catálogo de Clases- Reglamentos, Procedimientos e Información de Programas.**

- Revise el Catálogo de Clases [College Catalog](#) y aprenda sobre los reglamentos y procedimientos que se aplican a usted así como los requisitos de los programas.

# Study Abroad

*for the ultimate educational experience*



**London, UK—Fall 2019**



**Costa Rica—Winter 2020**



**Seville, Spain—Spring 2020**



**Oslo, Norway—Summer 2020**

Visit our Website

<http://www.citruscollege.edu/studyabroad>

Call 626.914.8560 for brochures and information.

## Admissions Information

### Who May Attend

Admission is open to:

- High school graduates or persons that passed the high school proficiency test or the GED exam. Those under 18 must present proof of graduation.
- Persons 18 years or older
- K-12 students

### New Student

You are a new student if you have never enrolled in credit classes at Citrus College.

### Continuing Student

You are a continuing student if you previously enrolled for credit classes at Citrus College. K-12 students and former noncredit students do not receive continuing student status for purposes of priority registration.

### Concurrent K-12 Student to First-Time Freshman

If you are currently enrolled or were previously enrolled at Citrus College as a K-12 concurrent enrollment student and now plan to enroll as a regular first-time freshman college student, you will need to reapply online through CCCApply as a first-time college student not as a concurrent enrollment student.

### First-Time Freshman under 18 years old

Verification of high school graduation is required for first-time college students who will not be 18 years of age by the first day of instruction. Acceptable verification documents include a high school diploma, GED, Certificate of California Proficiency, a Target Letter submitted on school letterhead stating that you have fulfilled your graduation requirements, or a sealed high school transcript with your graduation date posted.

### Application Requirement

The following students need to submit a new application:

- New students that applied more than a year prior to the start of the term they wish to enroll in, and
- Continuing students whose last attendance was more than 3 terms prior to the start of the term they wish to enroll in.

### Student Classification

A Citrus College student who has earned fewer than 30 units is classified as a freshman, and a student with more than 30 units is classified as a sophomore. Other student classification categories include:

#### Full-time for summer and winter sessions:

Enrolled in 4 or more units

#### Full-time for fall and spring semesters:

Enrolled in 12 or more units

#### Part-time for fall and spring semesters:

Enrolled in fewer than 12 units

#### Three-quarter time for fall and spring semesters:

Enrolled in 9 but fewer than 12 units

#### Half-time for fall and spring semesters:

Enrolled in 6 but fewer than 9 units

### Address Changes

All students must keep an up-to-date mailing address. To update your mailing address, please complete a Student Update Form by going to <http://www.citruscollege.edu/ar> and clicking on Student Forms.

### WingSpan Access

Complete the application well in advance of the beginning of the semester or term. Your Citrus ID number and PIN will arrive via e-mail within 72 hours after you apply. Follow instructions on that email to access WingSpan.

### Residency

At the time of admission, students are classified as either California residents or nonresidents. Both residents and nonresidents are welcome to enroll, but nonresidents will be charged tuition in addition to enrollment fees. Residency is automatically determined based on the information provided on the application. Students wishing to change their residency status must submit a Petition for Residency Reclassification.

**Nonresidents** are those who were not classified as a resident at the time of admission.

## Admissions Information

**International Students** attending on F-1 Visas are considered nonresidents. Consult the International Student Center for information on application and registration.

**Reclassification to Resident Status** must be initiated by the student. Evidence of physical presence and intent to reside in the state of California for at least one year and one day prior to the semester's start date must be submitted for a residency review. Students interested in changing their classification should contact the Admissions and Records Office.

For additional information on residency see Administrative Procedures 5015.

### AB 540 Nonresident Tuition Exemption

U.S. citizens, permanent residents and undocumented persons may be eligible for a nonresident tuition exemption called AB540. Students who are nonimmigrant aliens (e.g., F-visa holders or B-visa holders) are not eligible for this AB 540 exemption. To qualify for the AB 540 waiver, students must fill out the AB 540 California Nonresident Tuition Exemption Request form and provide proof to the Admissions and Records Office.

### Residencia

En el momento de ser admitidos, los estudiantes serán clasificados como residentes de California o como no residentes. Tanto los residente como los no residentes pueden inscribirse, pero los no residentes tendrán que pagar cuotas de matriculación además de la cuota de inscripción. Los residentes son aquellos que han vivido en California por lo menos un año antes de que inicie el semestre y que puedan demostrar que intentan permanecer como residentes de California. Es la responsabilidad del estudiante presentar documentos que comprueben su residencia.

Los no residentes son aquellos que han vivido en el estado por menos de un año antes de que inicie el semestre o aquellos que tienen visas de no-inmigrantes lo que impide que puedan establecer residencia.

**Important!** If you are undocumented, you may attend Citrus College and any other state college or university. You will not be denied admission to Citrus College based on your immigration status.

### Military Personnel

Military Personnel are considered residents while stationed in California for active duty. The spouse and dependents are considered residents during the first year in which active duty began in California.

### Provide College and High School Transcripts

Request official college transcripts from all colleges previously attended to be sent to the Admissions and Records Office. It is recommended that high school and college transcripts are on file prior to your registration appointment, if you're asking for clearance to enroll in courses with prerequisites, and before your appointment with a counselor or educational advisor. Foreign transcripts must be evaluated by an approved transcript evaluation service. Seek advice from a counselor prior to evaluating foreign transcripts.

### Enrollment Verification Certificate

The Enrollment Verification Certificate can be presented to businesses such as health insurance agencies, housing authorities, consumer product companies and banks when asked to provide official evidence of enrollment at Citrus College. Citrus College has authorized the National Student Clearinghouse, a 24-hour online service provider, to act as its agent for verification of student enrollment status. Students may obtain an official Enrollment Verification Certificate on WingSpan at any time after the refund period.



### Citrus College Student Employment Center

The Citrus College Student Employment Center currently has a variety of job announcements and postings. There are on-campus, off-campus, full-time, part-time, permanent and temporary positions available. This service is **FREE** for Citrus College students and alumni.

### Get That Job!

Office of Human Resources, AD 144 \* 626-914-8550 \* [www.citruscollege.edu/hr/ses](http://www.citruscollege.edu/hr/ses)

## Financial Aid Information

### Financial Aid

Financial aid refers to any grant, scholarship, loan or paid employment offered to help a student meet his/her college expenses. These monies can be merit-based and/or need-based. Merit-based financial aid is typically awarded for outstanding academic achievement, special talents such as athletics, leadership potential, or other personal characteristics. Need-based financial aid is awarded on the basis of a student's financial need which is determined by the Free Application for Federal Student Aid (FAFSA) application. Students who meet the AB540 non-resident exemption requirement, including undocumented students, are not eligible to apply for federal aid. AB540 students should complete the California Dream Act Application (CADA) for consideration of state financial aid.

### Covered Expenses

Financial aid awards can be used to cover a variety of expenses, depending upon the type of award students receive. In general, financial aid is used to cover all education-related expenses, including tuition and fees, room and board, books and supplies, and transportation. It can also cover computer and dependent childcare expenses. Different types of awards may cover different types of expenses. For example, Cal Grant A awards provide funds to help pay tuition and fees at qualifying institutions while Cal Grant B awards also cover living expenses, transportation, books, and supplies. Some scholarships specify how the student may spend the funds.

### Types of Aid

- Federal Pell Grants
- Cal Grants (offered by the State of California)
- Student Success Completion Grant (offered by the State of California)
- California College Promise Grant (CCPG), formerly known as the Board of Governor's Fee Waiver (offered by the State of California)
- The Chafee Grant (offered by the State of California to foster youth)
- Federal Work-Study Program
- Scholarships
- Student Loans

### Federal Pell Grants

The Pell grant award is based upon a student's financial need, costs to attend college, and enrollment status.

### Cal Grants A, B, C

The amount of a Cal Grant varies depending upon what type of Cal Grant award students receive. Cal Grant B provides grant funds to help pay for the cost associated with attending college. Cal Grant C provides grant funds to help pay for books and supplies. Cal Grant A recipients currently attending a community college will not receive payment at the community college level. This award may be held in reserve for two years for use when a student transfers to a university.

To be eligible for a **Cal Grant**, students must meet the following **additional requirements**:

- Be an in-state resident or AB 540 eligible
- Complete a GPA verification form (for Cal Grants A&B) by the March 2<sup>nd</sup> or September 2<sup>nd</sup> deadlines.
- Complete the FAFSA or CADA.

### Student Success Completion Grant

This award is for Full-Time Cal Grant B or C recipients. Students enrolled in 12 units receive \$1298. Students enrolled in 15 units receive \$4000.

### California College Promise Grant (formerly known as the Board of Governor's Fee Waiver)

This award waives the enrollment fees charged by a California community college. Students do not actually receive any money from a California College Promise Grant. If they paid their tuition before being awarded the California College Promise Grant, the student will receive a refund for the amount they paid.

## Financial Aid Information

### Loss of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver)

SB 1456 establishes the Student Success Act of 2012 and requires that any student with two consecutive terms of not meeting academic and/or progress standards lose their California College Promise Grant. Not meeting academic standards means having less than a 2.0 GPA. Not meeting progress standards means completing less than 50% of your coursework. Foster Youth 24 years and younger and students who qualify for one of the special classifications are not subject to loss of the grant under these regulations.

If a student registers for a term before he/she has two terms of probation, loss will occur for the following term. If a student registers for a term after determination of two terms of probation, loss may occur for the upcoming term. Students can regain eligibility by meeting one of the following criteria: meeting academic and progress standards, sitting out for two consecutive primary terms (summer and winter intersessions do not count), successfully appealing the loss. An appeal process will be available for students who have extenuating circumstances.

Students should seek appropriate student and academic support services when needed. For a list of student support services please visit the Student Services page on the Citrus College web site.

### Chafee Grant

This is a federal funded grant program designed for undergraduate students who are current or former foster youth.

### Federal Work-Study Program

This is a federally funded award earned through work. The award provides part-time employment to students who have financial need. Jobs are usually available both on and off campus. The program allows the student to gain work experience and pay for a portion of their educational expenses.

### Scholarships

Scholarships are awarded based on need, merit and other criteria. Scholarships do not need to be repaid.

### Student Loans

Student loans are federally funded and need to be paid back. Students can receive subsidized or unsubsidized loans while enrolled at least half-time. The interest is paid by the federal government for subsidized loans during the repayment, grace period and deferment periods. Unsubsidized loans accrue interest during all periods after the loan is disbursed. Parents can apply for a PLUS loan for their dependent student. Interest is charged after the loan is originated.

### Financial Aid Eligibility

Any student who meets all eligibility criteria for financial aid may receive it. To be eligible for **federal financial aid**, students must meet the following requirements:

- Be a US citizen, US national, permanent resident, refugee, asylee, or other eligible non-citizen
- Have a valid social security number
- Enroll in a minimum number of units
- Enroll in an undergraduate program that leads to a degree or certificate
- Register for the Selective Service (if male)
- Not be in default on a federal educational loan and not owe a refund on a federal grant
- Make satisfactory academic progress
- Demonstrate financial need

### Students with Bachelor's Degrees

Students who hold a bachelor's degree or higher are NOT eligible for a Federal Pell Grant or Cal Grant. This includes a B.A. degree or the equivalent from a foreign country.



## Financial Aid Information

### Students without a High School Diploma

First time college students who do not have a high school diploma or General Education Diploma (GED), National High School Equivalency Testing Program (HiSET), Test Assessing Secondary Completion (TASC) Exam, or who have not passed the California Proficiency Exam (CPE), or who do not have a home school certificate are NOT eligible for federal or state financial aid.

### AB540 Students

Students who meet the AB 540 non-resident exemption requirement, including undocumented students, are eligible for some state aid. Eligible students can apply for the California College Promise Grant, EOP&S services, CalGrant, Student Success Completion Grant, and Chafee Grant. To learn more about these programs, please visit the California Student Aid Commission's website and the Citrus College AB540 web page.

### Applying for Financial Aid

Financial Aid is available year-round for the 2019-2020 school year and students should complete the 2019-2020 FAFSA/CADA/CCPG. Students attending summer 2019 should complete the 2018-2019 FAFSA/CADA/CCPG.

### Completing the FAFSA

1. Complete or renew the FAFSA application online every year in October at: [www.fafsa.gov](http://www.fafsa.gov). List Citrus College's **school code: 001166**. If eligible, use the IRS Data Retrieval Tool to expedite the financial aid process.
2. Once the financial aid office has received a student's application, they will be sent a "tracking" e-mail to their Citrus College e-mail account. This e-mail will inform them of any documentation that will need to be submitted in order to process and complete their financial aid file.
3. Submit all required paperwork to the financial aid office in a timely manner, either via postal mail or in person. Once all forms have been submitted, the financial aid office will verify the information and make any necessary corrections.

The financial aid process takes up to 4 weeks, so it is important to complete the FAFSA early each year. Students should follow the instructions in their email received from the financial aid office to ensure their file is properly processed and completed.

4. Eligible students will receive an "Award Notification" e-mail. All initial award amounts are based on full-time attendance, but will be adjusted according to enrollment status at time of disbursement.

Students not attending full-time will have their financial aid award adjusted based on the number of units they are enrolled in. Late start and wait-listed courses are not counted towards awards until the class starts. Approved consortium units are not counted towards awards until after they have been completed.

### Maintaining Financial Aid Eligibility

To continue to receive financial aid, students must:

- Maintain a GPA of 2.0 or higher
- Complete 67% of all units attempted
- Not exceed 90 attempted units or 150% of the units required for their certificate program

### Minimum Units

Financial aid eligibility is based on the number of units a student is enrolled in. The number of units required to achieve full-time status is 12 units and results in the maximum amount a student may receive for an award. However, students may also receive funds for three quarter time (9-11.5 units), half-time (6-8 units), and less than half-time (0.5-5.5 units) enrollment.

Cal Grants, loans, and federal work study programs require students to be enrolled at least half-time. Students can be enrolled less than half-time and receive a Pell grant. This enrollment classification applies to fall, spring, and summer.

## Financial Aid

### Student Terms of Offer Acknowledgement

In accepting an offer of financial aid, you acknowledge responsibility for understanding and complying with all the laws, regulations and rules that govern the various financial aid programs. The Terms of Offer form can be found on the financial aid web page and is an official agreement between you and the Financial Aid Office and is in force throughout the term of the award.

Failure to comply with all of the laws, regulations and rules, may result in cancellation or an adjustment of the award and may require repayment of part or all funds disbursed to you. The Terms of Offer is subject to change without prior notice due to the various laws, regulations, and rules that change frequently. The following general requirements apply to all financial aid programs:

1. **Availability of Funds:** All awards are made on condition that funds are available. In the event that the state or federal governments reduce or eliminate funds, the Financial Aid Office will reduce and/or cancel your award.
2. **Change in Information:** Any change in your legal name, address, social security number or telephone number *must* be immediately reported to the Admissions and Records Office AND the Financial Aid Office.
3. **Enrollment, Change in Enrollment Status, Late Start Classes, Withdrawal:** Initial financial aid award notifications are based on full-time status and offered on the condition that you are enrolled and attending courses at this college. Student's actual payment amount is based on actual enrollment at time of disbursement. You will receive a disbursement for three-quarter time status if you enroll in and maintain 9 to 11.5 units. Half-time status is 6 to 8.5 units. Less than halftime disbursements are based on 0.5 to 5.5 units.

Late-Start/Short-Term Classes will not be counted towards your enrollment status until the class actually starts. As a result, your disbursement will be reduced or delayed until the actual class begins. Approved consortium units will not be paid until after courses have been completed and official transcripts have been received.

A change in enrollment status during a semester may change or cancel your award. Should you withdraw, your remaining financial aid award will be cancelled.

**Withdrawing From School:** Any student who receives financial aid and withdraws from ALL classes prior to completing 60% of the semester/program and/or courses may be required to repay a portion of all federal financial aid received. **CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ALL COURSES.** (See Return of Title IV Policy at <http://www.citruscollege.edu/stdntsrv/finaid/Documents/Return of TitleIVFunds.pdf>)

4. **Satisfactory Academic Progress:** By accepting financial aid, you have read and understand the Financial Aid Office Satisfactory Academic Progress (SAP) Standards. Should you fail to meet the financial aid SAP standards your financial aid may be cancelled and result in an overpayment. See SAP Policy at [http://www.citruscollege.edu/stdntsrv/finaid/Documents/SAP\\_Policy.pdf](http://www.citruscollege.edu/stdntsrv/finaid/Documents/SAP_Policy.pdf).
5. **Over-awards:** Students can not be paid at two schools. Regardless of the reason, any funds received in excess of the amount that the student is entitled to must be repaid by the student.
6. **Financial Holds:** Any student who has an outstanding financial balance at the college is subject to have his/her financial aid held and/or delayed until payment has been made in full.

### Financial Aid Office

Located in the SS Building

Phone: (626) 914-8592

E-mail: [financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

<http://www.citruscollege.edu/stdntsrv/finaid>

### Office Hours

Monday & Thursday 8 a.m. to 5 p.m.

Tuesday & Wednesday 8 a.m. to 7 p.m.

## Ayuda Financiera

### ¿Qué es la Ayuda Financiera?

La ayuda financiera se otorga a través de subsidios, préstamos y becas, la cual es administrada por programas federales o estatales bajo la ley del Título IV Ayuda Financiera Federal para Estudiantes. Los estudiantes AB540 que no son elegibles para completar la FAFSA deben completar la solicitud para la California Dream Act (CADA). Se recomienda que los estudiantes soliciten la ayuda tan pronto como el primero de octubre de cada año. La ayuda financiera está disponible tanto todo el año. Para verano 2019, complete la 2018-2019 FAFSA/CADA/California College Promise Grant (CCPG) conocido anteriormente como el Board of Governor's Fee Waiver (BOGW). Todos los estudiantes deben completar la 2019-2020 FAFSA/CADA/CCPG. Para solicitarla vía Internet, por favor vaya al sitio [www.fafsa.ed.gov](http://www.fafsa.ed.gov) o [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp). El código federal para Citrus College es 001166. Con la excepción de los préstamos, la ayuda financiera no tiene que ser devuelta. Para obtener una lista de las oportunidades de ayuda financiera, por favor póngase en contacto con la Oficina de Ayuda Financiera.

### ¿Quién es Elegible?

Los requisitos más básicos son:

- Demostrar necesidad económica
- Ser ciudadano de EE.UU. o un no-ciudadano elegible con un número de seguro social.
- Contar con un diploma de escuela secundaria o un certificado de Desarrollo de Educación General (GED) o Prueba de Equivalencia para Escuela Superior de ETC (HiSET) o Examen de Competencia para Educación Secundaria (TASC).
- Haberse registrado con el servicio Selectivo si es un varón nacido después del 12/01/59. Para Registrarse vía Internet vaya al sitio: [www.sss.gov](http://www.sss.gov)
- Ser un estudiante en clases de nivel bajo que está inscrito en un programa elegible encaminado a obtener un certificado, título de asociado o licenciatura.
- Mantener un estándar de progreso académico satisfactorio.

### Cómo Solicitar Ayuda Financiera

Si necesita ayuda para pagar su educación en el colegio, visite la Oficina de Ayuda Financiera de Citrus College. Ahí le informarán acerca de los tipos de programas de ayuda financiera federales y estatales que están disponibles y le orientarán sobre las solicitudes necesarias y fechas de plazo. Animamos a los estudiantes a que soliciten estos tipos de oportunidades de ayuda financiera disponibles para ayudarles a obtener una educación superior.

#### Financial Aid Office

Located in the SS Building

Phone: (626) 914-8592

E-mail: [financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

<http://www.citruscollege.edu/stdntsrv/finaid>

#### Office Hours

Lunes & Jueves	8 a.m. to 5 p.m.
Martes & Miércoles	8 a.m. to 7 p.m.
Viernes	8 a.m. to 4:30 p.m.

**Para solicitar ayuda en Español o para hacer una cita, por favor llame al 626-914-8592**



## Veterans Educational Benefits

Citrus College is approved as a degree-granting institution for veterans and eligible dependents seeking educational and/or vocational training under Title 38, United States Code. Students attending Citrus College under Title 38, Chapters 30, 31, 33, 35, 1606, 1607 and California veterans are invited and urged to take advantage of the guidance, service and educational training offered by Citrus College. Returned service personnel are aided in securing the assistance necessary to realize their educational and career goals. Citrus College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans.

### Application Procedures for Veterans Benefits

1. Apply for admission to Citrus College.
2. Request official transcripts of all previous college or university work, including transcripts from non-accredited schools and military service credits, be forwarded to Citrus College.
3. Apply for financial aid including the California College Promise Grant.
4. Complete the application for VA educational benefits (VA form 22-1990) and submit member copy 4 of the DD214.
5. Selected Reserve and National Guard personnel must submit a Notice of Basic Eligibility (VA form DD-2384). Your reserve or guard unit will issue this form.
6. Make an appointment with a Citrus College veterans counselor to develop a Student Educational Plan (SEP), 626-852-6421.
7. Bring letter of eligibility to Veterans Center.
8. Fill out an Intent Form at the Veterans Center every semester you want to receive VA benefits.

**626-852-6421** □ **veteranscenter@citruscollege.edu**

### Veterans Orientation

Citrus College holds several Veterans Orientations throughout the year. These orientations Provide the college's student veterans, including new students, with information on academic programs and services. In addition, the Veterans Administration's Mobile Health Unit often provides services during orientation such as registration for health care benefits, processing claim forms and conducting medical screenings. For more information, visit

<http://www.citruscollege.edu/stdntsrv/veterans/Pages/VeteransOrientation.aspx>



## Student Equity and Achievement (SEA)

The objective of the Student Equity and Achievement (SEA) Program is to provide support to students while completing their educational goals.

### Matriculation

Matriculation is defined by the Seymour-Campbell Student Success Act of 2012 as “a process that brings a college and a student into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study.” The agreement involves the responsibilities of the college and student. The Student Success and Support Program includes services to optimize students’ opportunities to foster academic success.

#### The college’s responsibility is to provide:

- Placement before course registration
- Orientation services about the college’s programs and services
- Counseling and other education planning services including Student Educational Plans (SEP)
- Follow-up services to evaluate the academic process of, and provide support services to at risk students
- Referrals to appropriate support services and curriculum offerings

#### The student’s responsibility is to:

- Identify an education and career goal
- Attend class and complete assigned coursework
- Complete courses and maintain progress toward an educational goal and course of study identified in the SEP
- Nonexempt first time students must complete the following in a timely manner:
  - Complete an orientation activity provided by the college (currently required)
  - Participate in counseling services and complete an abbreviated SEP (first semester plan) before the first term of classes
  - Complete a comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the 3<sup>rd</sup> semester

**Registration Priority Note: New students who have completed orientation and have developed SEPs, as well as continuing stu-**

**dents in good standing who have not exceeded 100 degree applicable units, will have priority over students who do not meet these criteria.**

### SEA Exemption Criteria

A student may be exempted from SEA activities including orientation and counseling or advisement based on one or more of the following:

- 1) Has completed an associate degree or higher from a regionally accredited college
- 2) Has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5 section 55000 or necessary in response to a significant change in industry or licensure standards
- 3) Has enrolled at the college as a special admit student pursuant to Education Code section 76001

An exemption form can be processed in the Counseling and Advisement Center. Appropriate documentation for criteria is required.

### Placement and Orientation

Placement into English and math is based upon self-reported high school GPA and the last math course completed in high school with a "C-" or better. All applicants receive an email with their placement into English and math. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. Students with questions about their placement should meet with a counselor.

Questions regarding assessment should be directed to the Counseling and Advisement Center, (626) 914-8530.

### Review of Placement

Students who have reason to disagree with assessment results may take part in the Review of Placement process with a counselor.

## Student Equity and Achievement (SEA)

### Required Orientation

The orientation program is designed to introduce students to course of study programs, campus resources, student support services, and college success tips. Students will have the necessary tools to make a smooth transition to college life.

Students who are new to Citrus College beginning summer 2019 **MUST** complete orientation by **October 31, 2019**. All future registration will be withheld from students who have not completed orientation by the deadline. Students who believe they are exempt or those who want to read about procedures for challenging matriculation regulatory provisions can refer to the SEA Exemption Criteria on the previous page.

### Orientation Options

Orientation can be satisfied in any of the following formats:

- In-person orientation (recommended for new students; includes SEP)
  - New Student Orientation Session
  - Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at <http://orientation.citruscollege.edu>

Orientations are scheduled periodically throughout the year. For more information, please view the assessment/orientation schedule at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx>

### Counseling

The Citrus College counseling staff provides a variety of counseling services including educational planning, career counseling, transfer counseling, personal counseling (including discussing personal concerns and issues affecting students' academic progress), Disabled Student Programs and Services (DSP&S), and Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). These counselors assist with long-range planning and checking specific requirements so that students meet graduation requirements, course prerequisites, and requirements for transfer to four-year colleges or universities.

New, nonexempt students are strongly encouraged to see a counselor. For further support, it is recommended the student take COUN 156 College Planning, COUN 159 On Course to Success, COUN 160 Strategies for College Success or COUN 201 Course Planning with Degree Works during the first semester of attendance. Veterans planning to receive G.I. benefits are also required to see a counselor prior to registration if they are new or returning students, or if they have attempted 45 or more units of accredited college work. Students planning to transfer to a four-year college and those planning to graduate are strongly encouraged to see a counselor well in advance of registration.

It is important for all students to have a Student Educational Plan (SEP) while attending Citrus College. The SEP lists courses that pertain to the identified course of study. It is also required for participation in many programs on campus. Check with the Counseling and Advisement Center, or appropriate counseling office in which you are eligible to receive services, for available SEP services.

- **Students with 15 units or less:** Non-exempt first-time students with 15 college units or less will be able to complete an abbreviated SEP (first semester plan) during an in-person orientation or Course Planning Session. A listing of both schedules can be viewed at <http://citruscollege.edu/lc/testingPages/AssessmentPlacementTesting.aspx> and <http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx> Prior to the SEP session, assessment and orientation must be completed.
- **Students with 16 units or more:** Non-exempt first time students will be advised to meet with a counselor during an individual appointment to create a SEP. Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected on application or submitted a Course of Study Change Form to the Admissions and Records Office), and official college transcripts must be on file.

## Student Equity and Achievement (SEA)

- Students with 15 degree applicable units (course number is 100 level or higher) or prior to the end of the 3rd semester:**  
 Non-exempt continuing students will be advised to meet with a counselor during an individual appointment to complete a comprehensive SEP (multi-semester plan). Prior to the appointment, students must complete orientation, declare a course of study (selected on application or submitted a Course of Study Change Form to the Admissions and Records Office), and official college transcript must be on file.

Any changes to a student's educational objective should be reviewed with a counselor in order to update the SEP.

### Prerequisites, Co-requisites and Recommendations

Citrus College provides students with information about courses which require specific knowledge or skills to be successful in that course. This information comes in the form of a requisite statement which appears under the title of the course. Definitions for prerequisites, co-requisites, and/or recommendation statements you might see are:

**Prerequisite** - A course that a student is required to complete in order to demonstrate current readiness for enrollment in a course or program. (Example: ENGL 101 must be successfully completed before taking ENGL 103.)

**Co-requisite** - A course that a student is required to take at the same time with another course. (Example: Students taking MUSE 102 must also take MUSE 101.)

**Recommendation** - A skill or course that is strongly suggested before enrollment in a course, but is not required. (Example: Successful completion of ENGL 101 is strongly recommended for the History 108 honors course.)



### Verification of Prerequisites

Students are required to provide verification of how skill or course prerequisites have been satisfied prior to their registration date. Students unable to verify how a prerequisite has been satisfied will not be allowed to enroll in those courses. Official transcripts from other colleges may be used to verify course prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. **Please Note: Students must verify prerequisites before being allowed to add a course.** Students on a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.

## Registration

### Registration

Specific registration dates and hours are listed in the important dates and deadlines section of the class schedule. ALL fees and tuition are collected at the time of registration either online or in person. Additional information regarding the registration procedure is available online at: <http://www.citruscollege.edu/ar>, click on Registration Dates.

**See “Important Dates and Deadlines” on pages 3-4 for the scheduled registration times.**

WingSpan is the primary method for registration and registration is by online appointment only.

**Getting enrolled in credit classes at Citrus College is an easy two-step process after submitting your application.**

#### 1. View Appointment

You may view your registration appointment online on WingSpan on or after the date indicated in the registration dates of the class schedule.

#### 2. Register Online

You may register online on WingSpan on or after the appointment date and time you were assigned. Please remember to pay your fees by the dates posted to avoid drop for nonpayment for unpaid fees.

**Note: See the checklist on pages 8-11 for further instructions.**

### Registration Limits

A student will not be able to add a course if he or she:

- Has a fee hold, admission hold, or any other hold type.
- Has an academic/progress probation or dismissal.
- Is subject to expulsion or suspension
- Attempts to register for a class that places him or her on overload, and the student has not been approved for an overload
- Attempts to register for a class for which the class time overlaps with another class he or she is already enrolled in
- Has failed to clear the prerequisite(s) for the course

- Has previously enrolled in the class and the enrollment exceeds the number of repetitions allowed.

### Enrollment Priority

The California Community Colleges Board of Governors has established system-wide enrollment priorities designed to ensure that classes are available for students seeking job training, degree attainment, or transfer. These priorities also reward students who make progress toward their educational goals.

If you are a **new student**, you will need to complete assessment, orientation, and an education plan to receive an earlier (higher) registration appointment. Students are strongly encouraged to identify a program of study. It's very important to work hard in classes and get good grades to maintain your priority registration status.

If you are a **continuing student**, you must maintain good academic standing and earn a grade point average of a 2.0.

You should enroll only in courses you are sure you can finish. You must complete at least 50% of your courses each semester.

Select classes carefully. If you exceed 100 degree applicable units you may receive a lower priority registration. Degree applicable units do not include basic skill courses.

In some circumstances students may be temporarily exempted from the 100 unit limit. See a counselor if you will be over 75 degree applicable units.

For additional information on enrollment priorities, please see Administrative Policy 5055.

### Dropping Classes Online

Students are able to drop classes using WingSpan. If you wish to receive a refund, you must drop the class online by the refund deadline. Please visit the important dates section of the Admissions and Records web page for all deadline dates. To receive the student refund for paid parking permit and/or paid student service sticker, you must return those items to the cashier by the refund deadline(s).



## Registration

### Paying for Classes

Citrus College allows students two options to pay for fees quickly and easily.

- Choose to pay online on WingSpan by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person at the Cashier's Office with cash, check, money order or traveler's check.

**Thinking you can't afford an education could be a costly mistake. See page 16-20 for Financial Aid information.** Check out the California College Promise Grant (CCPG) formerly known as the Board of Governor's Waiver information included in this schedule to see if you qualify.

### Instructions for WingSpan—Citrus College's Online Application and Registration Data System

Complete instructions on how to apply and register on WingSpan are available at <https://wingspan.citruscollege.edu>. All new and returning students must complete an online application before being allowed to register.

### Prerequisite Clearance

Students are required to provide verification of how skill or course prerequisites have been met prior to their registration date. Students unable to verify how a prerequisite has been met will not be allowed to enroll in courses requiring a prerequisite.

Official transcripts from other colleges may be used to verify prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. Students will not be added to waitlist unless prerequisites have been met.

Students wishing higher placement in English or mathematics may bring high school transcripts to the Counseling Office, which will be used to review placement in conjunction with the assessment and multiple measures process.

### Challenging Prerequisites

Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:

- 1) Knowledge or the ability to succeed in the course without the prerequisite, **or**
- 2) Subject to undue delay in attaining their educational plan because the prerequisite or co-requisite course has not been made reasonably available, **or**
- 3) Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner, **or**
- 4) Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

A Prerequisite Challenge Form may be obtained from the Admissions and Records Office. The student must provide compelling documentation to support the challenge.

### Unit Limitation

The maximum number of units in which a student may enroll for a semester is 21 units (fall and spring). The maximum number of units in which a student may enroll for summer and winter sessions is 13 units. A student wishing to take more than the maximum units may file a petition through the Counseling Department. High school students have different limits. Please see AP 5011 Admission and Concurrent Enrollment of High School and Other Students.

### Waitlist

Once a class has reached its enrollment capacity, the status of that class will change from "Open" to "Closed." When a class closes, a waitlist may open, allowing students the option to place themselves on the waitlist. The waitlist has a limit of 20 spots. The first student on the waitlist will be the first to have the opportunity to register and so on.

Students on the waitlist will be contacted via their Citrus College student e-mail address if a seat opens. Once notified via the Citrus College e-mail, students will have 48 hours to register for the class through WingSpan. Students that miss the 48-hour window to register will be removed from the waitlist. The waitlist stops two days prior to the first class meeting.

## Registration

From the first class meeting forward, students will need an add code to register for the class. Add codes may be issued by the instructors at their discretion. Instructors may use the waitlist order to issue add codes.

### Add Codes

An add code may be provided by an instructor to students who were unable to enroll in the class during open registration. When an add code is provided by the instructor, the student will be allowed to add that class during the Late Registration period, the period beginning with the first day of class and ending with the section add deadline date. All classes have a “deadline date” and the add codes will be effective through that “deadline date.” Deadline dates vary by section, please review the Deadline Dates, Drop for Non-Payment, Registration Dates, Final Exam Schedules on the Admissions and Records web page.

Instructors have discretion to issue add codes when he or she has space available in the class. Once you have the add code, you may enter it into

WingSpan when prompted. **Make sure you pay online to avoid a fee hold.** You may use the add code only one time. Only one person may use the add code. Once you have used the add code, it becomes invalid.

### Important! Do Not Sell or Give Your Add Codes To Another Student!

Students who misuse Add Codes will be dropped from the course and will be subject to student discipline proceedings as outlined in Administrative Procedure 5520.

### Photo ID Cards

A Citrus College photo ID card is required for all new students. It is a lifetime card with multiple uses on and off campus. It is your library card. The card is available at the library 24 to 48 hours after you pay your registration fees, during scheduled office hours.



**Citrus College photo ID cards are available at the Citrus College Library.**

## Fees

### Fee Payment Deadlines

**Pay your fees no later than 10 p.m. on the scheduled drop for non payment date to avoid losing your classes. The drop for non-payment schedule may be found on the Important Dates and Deadlines section on pages 3-4.**

**If fees are not paid by the drop date, you will be dropped from your classes, and any waitlisted section.** However, if the CCPG covered your enrollment fee but you still owe the health, student service or student representation fees, you will not be dropped from your classes. You will, however, be flagged with a debt. If you decide not to attend after registering, please drop your classes immediately.

Once classes begin, all students are required to pay

### 2019-2020 Fees and Expenses

<b>Enrollment Fee</b>	<b>\$46/unit</b>
International Student Tuition*	\$282/unit
Out-of-State Student Tuition*	\$282/unit
Nonresident Student Tuition*	\$282/unit
Class Pass Fee (All Students)	
Fall & Spring—Full-time	\$7
Fall & Spring—Part-time	\$6
Winter & Summer—Full-time	\$4
Winter & Summer—Part-time	\$3
Health Service Fee (All Students)	
Fall & Spring	\$20
CCPG Students	\$15
Winter & Summer	\$17
CCPG Students	\$12
Parking Fee	
Fall & Spring	\$54
Winter & Summer	\$27
Student Service Fee	
Fall & Spring	\$15
Winter & Summer	\$10
Student Representative Fee	
Fall & Spring only	\$1

\* International, nonresident and out-of-state students pay tuition and enrollment fees.

**Fees are subject to change.**

fees the day they register. Students who register any time on or after **the start of the term** will not be dropped for non-payment, but will be responsible for any fees incurred. Holds will be placed on students that fail to pay their fees.

### Citrus College Refund Procedures

All classes have three class drop deadlines: the “Refund” deadline, the “Drop without Record” deadline and the “Official Withdrawal” deadline. To be eligible to receive a refund, you must drop your classes by the refund deadline. Deadline dates vary according to the beginning and ending dates of each class. Please see the refund deadline dates posted on the Admissions and Records web page under the heading **Deadline Dates** at <http://www.citruscollege.edu/ar>.

It is the student's responsibility to return the student service fee sticker before the refund deadline(s). Failure to do so will change the amount of your refund.

### Refunds

All refunds will be issued by check and students do not need to fill out a form; it's mailed to the student automatically. Your check will be mailed to the address you have on file with the Admissions and Records Office. **Please inform the Admissions and Records Office immediately if you have any address changes or corrections (this includes any apartment number changes).** Failure to do so will delay your refund. All refunds are subject to approval by the Citrus Community College District.

### Financial Obligations

Citrus College will withhold grades, transcripts, degrees, registration privileges or any combination thereof from any student or former student who has failed to pay any financial obligation due the college (e.g. returned check, unpaid registration fee, etc.). The fee hold on a student's record will be released when the student satisfactorily meets his or her debt obligation. Debts must be paid in the form of credit card, check, cash, money order, or traveler's check and additional fees may be added to all returned checks. Citrus College participates in a State collection program.

## Fees

Any unpaid financial obligation, once submitted to the State for collection, is subject to 133% of the amount owed to the college. The State assesses a 33% penalty for all student debt submitted for collection. In order to avoid the 33% penalty, it is important that students pay any outstanding balance on their account.

### Student Service Fees

The Student Services Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be turned in to the cashier in the Student Service Building, so it can be posted to the student account.

If you wish to obtain a refund after paying the Student Services Fee, you must obtain a refund request form from the Student Affairs Office. This form must be turned in to the cashier in the

Student Service Building, so it can be posted to your account.

Refund forms must be submitted before the refund deadline. Waiving or receiving a Student Services Fee refund makes a student ineligible for the benefits associated with this fee.

### Health Fee Waivers

The Health Fee may be waived only for those students whose religious beliefs require that they rely solely on prayer for healing. In order to receive this waiver, a student must present valid documentation of his or her membership in a religion recognized as demanding compliance with this requirement to the Office of Student Affairs. CCPG students pay a required reduced fee.

## Online Education

### What Is Online Education?

Online Education (OE) provides students who have schedule, distance or physical limitations an opportunity to access college-level courses online.

### Offers Flexibility and Convenience

OE classes have the same content as regular classes; they are simply presented in a different manner. For most courses, students are required to take exams and do homework, just like a traditional course, but there is limited or no classroom time.

### Hybrid Courses

A hybrid course is one that is delivered both in the classroom and online. Attendance requirements vary with each class.

### Who Should Take an Online Course?

Anyone can take a OE class. Online classes are a great alternative for students who are unable to come regularly to the campus or who, for scheduling reasons, want to combine online and traditional classes.

### How Can I Succeed as an Online Student?

A successful online student is:

- Self-motivated
- Organized
- Able to follow written directions and schedules
- Proactive about contacting their instructors. Take this self-assessment to determine if a online education class is a good fit for you:

<http://www.sierracollege.edu/distance/celearning/help-center/getting-started/readiness-assessment.php>

\*Used with permission from Sierra College

Successful online students are also computer literate and are able to:

- Access the Internet;
- Send and receive e-mail;
- Send and receive attachments;
- Participate in chat rooms, discussion boards, and instant messenger systems;
- Read and follow directions on a website.

### How Can I Learn More About Online Education?

- Visit <http://www.citruscollege.edu/oe> and take the OE online orientation.
- Select the session you are interested in attending and view what is being offered.
- Contact the OE office at 626-914-8831.

### How Do I Get Started?

1. You must be admitted to Citrus College as a student. Apply at <http://www.citruscollege.edu/ar>
2. Activate your student e-mail account at <http://outlook.com/student.citruscollege.edu> You cannot access information or communicate with instructors without it.

## Online Education

3. Before registration, decide which online courses you are interested in taking. Course listings are available in the class schedule online at <http://www.citruscollege.edu>
4. Register online on your appointment day/time at <https://wingspan.citruscollege.edu> for the classes you have chosen.
5. For success tips, see <http://www.citruscollege.edu/oe> after you have registered. You can complete the OE Orientation at that time.

**NOTE:** Some instructors have a mandatory on-campus orientation requirement that takes place before classes begin. You will either receive information about the orientation from your instructor by email or Canvas, or it may be listed on your schedule at the time of registration.

6. Purchase the materials required for the courses at the college bookstore or online, <http://www.owlbookshop.com>.
7. On the first day of class, go to the class site. Many, though not all, are in Canvas. When you log in, you are verifying that you are the registered student. Read the syllabus and other posted course materials, and then get started with the coursework. Most instructors post assignments that are due during the

first week of the term. Some faculty may send a "Welcome Letter." **Do not fall behind.**

### Out-of-state Students

Out-of state students who reside outside of California will not be able to register for online classes. Only out-of-state students who reside in California may register for online classes. Federal law requires that colleges obtain permission from the state in which the student resides before offering online education out of state. The California Community College Chancellor's Office is currently working on state-to-state authorization which would allow out-of-state students to take advantage of our online education. Active military personnel are exempt.

### What If I Am Having Trouble Or Need More Information?

The person you should contact in case of difficulties is always your instructor.

**Online degrees are available in several subject areas.**

**Contact the Online Education Office at (626) 914-8831**

## Associated Students of Citrus College Student Government

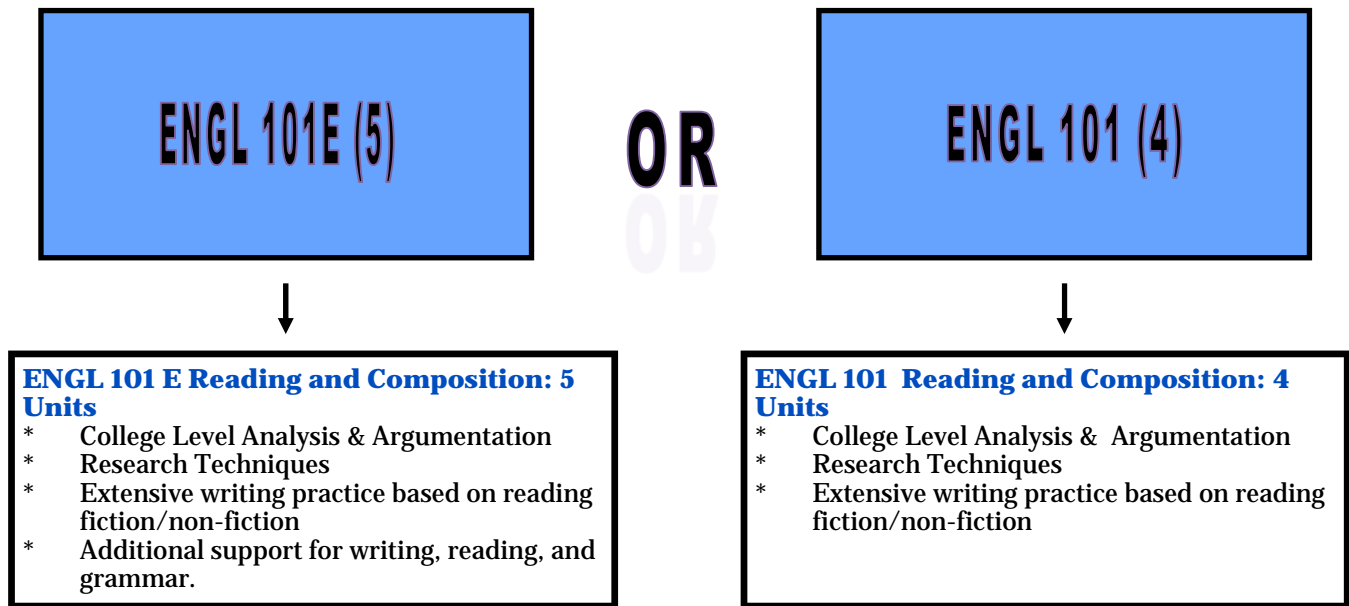
The Associated Students of Citrus College (ASCC) is made up of all students who attend Citrus College and pay their ASCC student service fee. Members of ASCC's executive board and program board plan and execute a variety of educational and social activities open to all students.

In compliance with shared governance mandates, the ASCC has an active voice in college-wide committees, ensuring that students' needs and opinions are considered in decisions affecting their education.

### Something for Everyone

ASCC offers a number of opportunities and activities to meet the needs and interests of all students. Whether you're interested in planning and producing college-wide activities, participating in student government, or just making new friends in any of the ASCC's diverse clubs, you'll find the program that's right for you. As an ASCC member, you're entitled to many services and benefits, as well as discounts at local businesses and amusement parks.

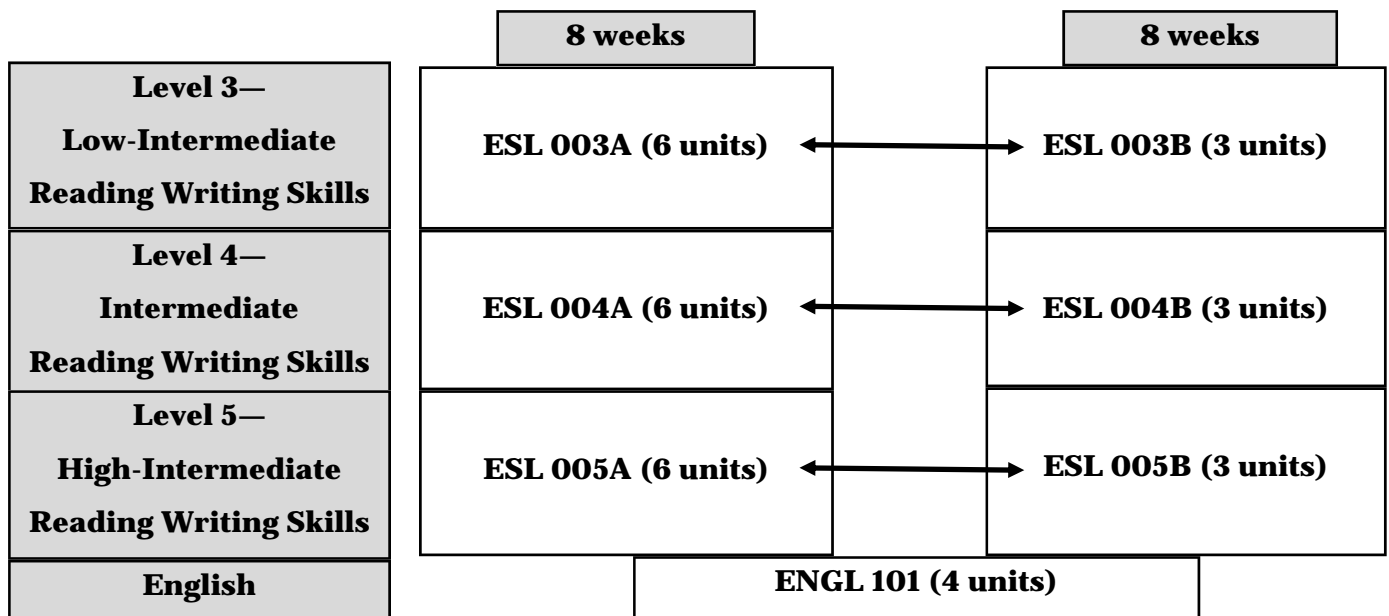
## English Sequence of Courses for Fall 2019



## English as a Second Language (ESL) Sequence of Courses

ESL classes help students prepare for academic coursework at Citrus College. These classes focus on developing reading, writing, grammar and oral skills. ESL classes also prepare students to enter an associate degree or career and technical program, or transfer to a four-year college or university.

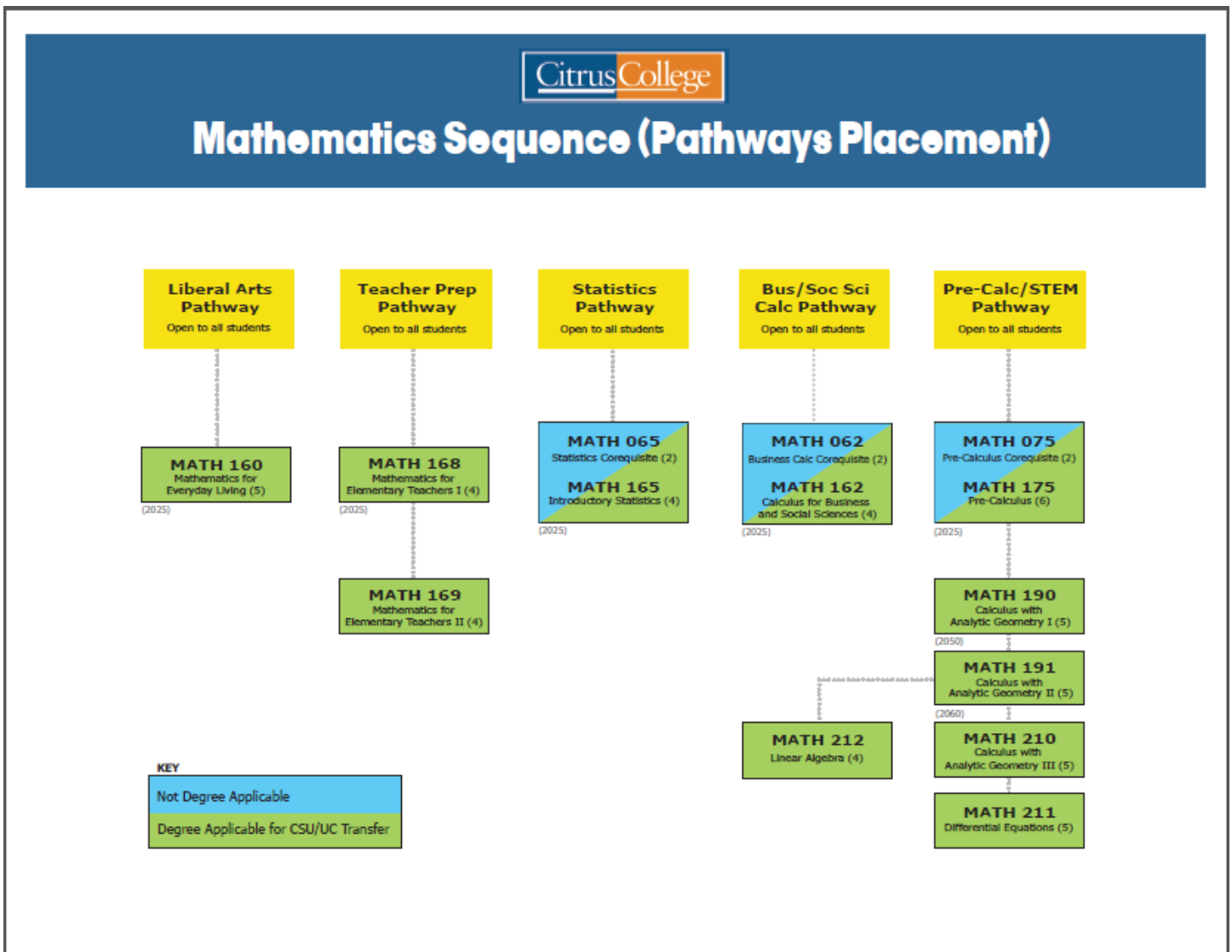
The ESL Sequence of Courses outlines the courses provided at various levels. International students should contact the International Student Center at 626-914-8549, and non-international students should contact Counseling & Advisement at 626-914-8530. To register for noncredit ESL classes, please visit the Lifelong Learning Center or call 626-852-8022.



## Mathematics Sequence of Courses for Fall 2019

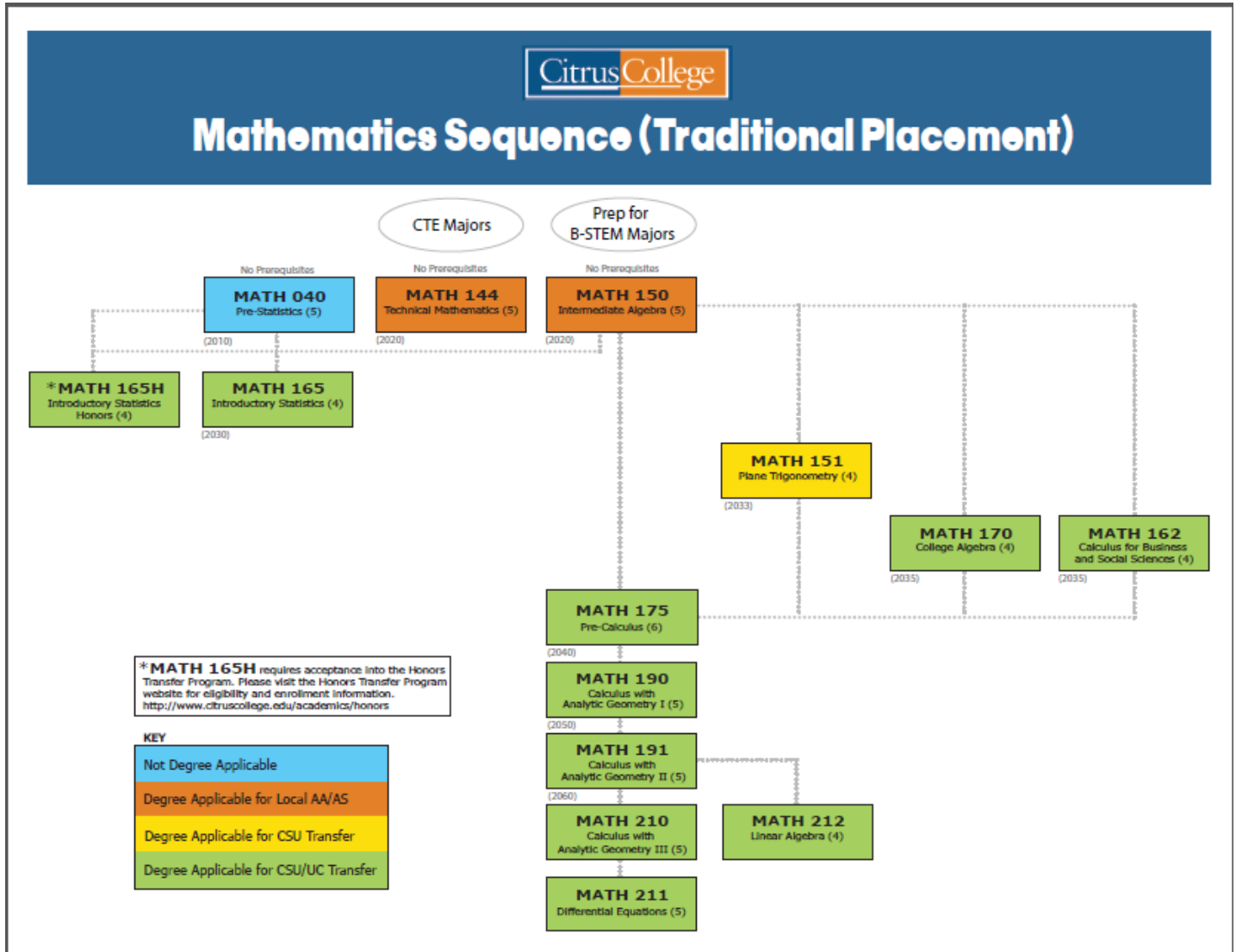
Mathematics courses at Citrus College serve the mathematical needs for all programs at the college. We offer courses from arithmetic through differential equations. These mathematics courses enable students to fulfill developmental mathematics needs; complete associate degree, diploma and certificate requirements; meet upper-division transfer prerequisites; and accomplish a variety of individual academic and personal goals.

The Pathways Placement Mathematics Sequence of Courses shown below outlines the courses required for students pursuing a variety of potential career and degree pathways: Liberal Arts, Teacher Prep, Statistics, Bus/Soc Sci Calc and Pre-Calc/STEM.



## Mathematics Sequence of Courses Continued

The Traditional Placement Mathematics Sequence of Courses is a broader overview of mathematics courses available, presented in a more traditional format.





## Careers in Health Science



### Associate Degree in Nursing (RN)

*See the Nursing-Registered section*

<http://www.citruscollege.edu/academics/programs/adn>

Prepares selected students for the state exam. Visit our website for updated information regarding selection criteria, admission periods and application procedures.

**Contact:** Jorge Acosta at (626) 914-8530 or (626) 914-8720, [nursingcounselor@citruscollege.edu](mailto:nursingcounselor@citruscollege.edu)



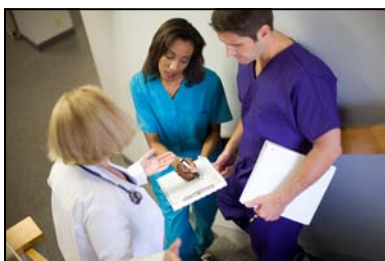
### Licensed Vocational Nurse (LVN)

*See the Nursing-Vocational section*

<http://www.citruscollege.edu/academics/programs/nrs>

Earn credit in NRS 100, a prerequisite that qualifies top students for the LVN Program. Complete the program in two semesters and one summer session. Citrus prepares the LVN student for the state exam.

**Contact:** Gail Tucker at (626) 852-8075 or (626) 914-8720, [gtucker@citruscollege.edu](mailto:gtucker@citruscollege.edu)



### Nurse Assistant (CNA)

*See the Nursing-Vocational section*

<http://www.citruscollege.edu/academics/programs/cna>

Enroll in an 8-week course that provides clinical experience and prepares the student for the state exam.

**Contact:** Dalvir Dhillon at (626) 914-8722, [ddhillon@citruscollege.edu](mailto:ddhillon@citruscollege.edu)



### Emergency Medical Technician (EMT)

*See the Health Occupations section*

<http://www.citruscollege.edu/academics/programs/emt>

Complete two classes in one semester, prepare to be certified as an EMT and begin working with emergency response providers such as ambulance services, hospital emergency departments, search and rescue agencies, clinics or ambulatory care facilities.

**Contact:** Cliff Hadsell at (626) 914-8755, [chadsell@citruscollege.edu](mailto:chadsell@citruscollege.edu)



### Registered Dental Assistant (RDA)

*See the Dental Assisting section*

<http://www.citruscollege.edu/academics/programs/dental>

This program can be completed in one year and provides a comprehensive education that prepares students for the RDA State Board Exam.

**Contact:** Dawn Brewster at (626) 914-8728, [dbrewster@citruscollege.edu](mailto:dbrewster@citruscollege.edu)

**For more information, call the Health Sciences Department at (626) 914-8720.**

# GAIN THE EXPERIENCE YOU NEED TO BECOME A PROFESSIONAL.

**FACT:** The *Citrus College Clarion* has produced writers, photographers and designers who work for **professional** publications, networks and websites such as:



**DECISION:** Join the *Clarion* newspaper and website ([www.ccclarion.com](http://www.ccclarion.com)), the voice of **Citrus College** students. Make friends and make waves!

For more information, call (626) 914-8588  
or e-mail [moneil@citruscollege.edu](mailto:moneil@citruscollege.edu)



## Citrus College Honors Transfer Program



The Honors Transfer Program is designed for highly motivated students who are planning to transfer and want an enriched academic experience. Among the benefits of enrolling in

the Honors Transfer Program are:

- Small class sizes and intensive interaction between faculty and students
- Academic and social interaction with other highly motivated and successful students
- The ability to participate in honors conferences and seminars
- Access to Citrus College's transfer alliance program increases the likelihood of a successful transfer application to UCLA
- Honors Transfer Program recognition on transcripts, which is helpful in transfer applications
- Enhanced scholarship opportunities
- Special recognition at graduation

Honors courses require advanced reading, writing and critical thinking skills. Students taking an honors course should also be a member of the Honors Transfer Program.

For an application and information go to: <http://www.citruscollege.edu/academics/honors> or contact the Honors Transfer Program Office at (626) 914-8626.

### Honors Transfer Coordinator

**Brian Waddington**

(626) 857-4039, [bwaddington@citruscollege.edu](mailto:bwaddington@citruscollege.edu)

### Honors Transfer Counselor

**Eileen Sin**

626-914-8530, [esin@citruscollege.edu](mailto:esin@citruscollege.edu)

### Fall 2019 Honors Courses

#### ACCT 101H Financial Accounting

Instructor: TBA CRN: 22774  
Days & Time: MW 9:55 a.m.—12:00 p.m.

#### ANTH 210H Intro to Cultural Anthro

Instructor: Miller Thayer CRN: 23183  
Days & Time: TR 11:30 a.m.—12:55 p.m.

#### ART 100AH Survey of Western Art - Pre-History to Middle Ages

Instructor: Besancon CRN: 23604  
Days & Time: MW 11:30 a.m.—12:55 p.m.

#### ENGL 101H Reading and Composition

Instructor: Salwak CRN: 22594  
Days & Time: TR 1:05 p.m.—3:10 p.m.

#### ENGL 103H Comp. and Critical Thinking

Instructor: Dau CRN: 20684  
Days & Time: MW 1:05 p.m.—2:30 p.m.

#### ENGL 293H Children's Literature

Instructor: Eiland CRN: 23589  
Days & Time: TR 1:05 p.m.—2:30 p.m.

#### HIST 103H World History

Instructor: Lubisich CRN: 21148  
Days & Time: TR 8:20 a.m. — 9:45 a.m.

#### MATH 165H Introductory Statistics

Instructor: Dominguez CRN: TBA  
Days & Time: MW 8:20 a.m. — 10:25 a.m.

#### POLI 103H American Gov't & Politics

Instructor: Peters CRN: 20984  
Days & Time: MW 9:55 a.m. — 11:20 a.m.

#### SOC 201H Introduction to Sociology

Instructor: Lopez CRN: 20745  
Days & Time: MW 3:50 p.m. — 5:15 p.m.

#### SPAN 101H Spanish I

Instructor: McGarry CRN: 22587  
Days & Time: TR 10:05 a.m.—12:35 p.m.

#### SPCH 101H Public Address

Instructor: Van Horn CRN: 22656  
Days & Time: MW 1:05 p.m.—2:30 p.m.

### Summer 2019 Honors Courses

#### PHIL 106H Introduction to Philosophy

Instructor: Love CRN: 41753  
Days & Time: MTWR 10:35 a.m. — 12:50 p.m.

#### PSY 101H Introduction to Psychology

Instructor: Guttman CRN: 41284  
Days & Time: TWR 1:00 p.m.-4:10 p.m.

## Class Description Sample



(1) —————→ **POLITICAL SCIENCE**

(2) —→ **POLI 103 Government of the United States** **3 Units**

(3) ↗ *Strongly recommended: ENGL 101.*

(3) ↗ This course deals with the origins and functions of the government of the United States with special emphasis on the background and causes of present problems.

(4) —→ It meets the United States Constitution graduation requirement and includes local and state government. 54 lecture hours. CSU • UC ←———— (5)

(6) —→	40069	Ross, G.	MTWR	8:00 AM-10:05 AM	LB 101	06/21-07/29	
	40070	Ross, G.	TWR	1:00 PM-3:50 PM	LB 101	06/21-07/29	
	40113	Peters, G.	TWR	6:00 PM-8:50 PM	LB 301	06/21-07/29	← (11)
	40170	Peters, G.		HRS - ARR		06/21-07/29	

ONLINE EDUCATION CLASS

For success tips, see <http://www.citruscollege.edu/oe> (10)

(7) ↗

(8)

Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Sunday = U

### What The Numbers Mean

- 1 - Department Name
- 2 - Course Title and Number of Units
- 3 - Recommendation: A prerequisite or co-requisite may also be listed.
- 4 - Course Description
- 5 - Indicates transferability to: UC-University of California system; CSU-California State University system
- 6 - Course Reference Number (CRN)
- 7 - Instructor's Name
- 8 - Day of Class
- 9 - Time
- 10 - Building and Room Location
- 11 - Date Class Begins and Ends

**For the most up-to-date course listings and program information visit [www.citruscollege.edu](http://www.citruscollege.edu)**

## Directory of Services

### Admissions and Records Office

626-914-8511 Location: SS, First Floor

<http://www.citruscollege.edu/ar>

admissions@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Information and assistance available include:

- Admissions and WingSpan registration
- Computers for student use in applying and registering
- Transcript requests and enrollment verification
- Residency assistance
- Records information (grades, posting of degrees, receipt of other college transcripts and posting prerequisites)
- Correction of student records (address changes, course of study changes, etc.)

### Bookstore Services

(626) 914-8620

Shop online at <http://www.owlbookshop.com>

bookstore@citruscollege.edu

Bookstore Services, through the Owl Bookshop, website, Art & Coffee Bar, Golf Range, Vending, and Cosmetology spa retail services, provides a safe, friendly, accessible environment where all students, alumni, staff and community members may optimize their academic, career, and cultural development. Bookstore Services provides access to course materials necessary for learning excellence, properly training student workers to be successful entrepreneurs and/or employees, creating an inviting place to shop, eat, and safely spend time between classes, providing premier customer service, and focused individual assistance to customers with disabilities.

Locations throughout campus to serve student needs:

#### Art and Coffee Bar (West Satellite)

Offers Starbucks drinks, fresh pastries, sandwiches, salads, snacks, fountain drinks, art supplies, and student created art.

Location: SS, Campus Mall Entrance

Hours: Posted on <http://www.owlbookshop.com>

### Cosmetology/Esthetician Spa (East Satellite)

Offers comprehensive hair, skin, and nail services. Discounted beauty products including Bed Head, Blue Oatz, Dermalogica, OPI, Poise, and Redkin are offered for sale. Available spa services are posted on <http://www.owlbookshop.com>

Location: TC 118, First Floor

Hours: Call (626) 335-1234 for appointment availability.

### Golf Range

The [Range](#) at Citrus, a non-profit golf practice center features two hitting surfaces—natural grass and mats—along with various targets and markers, 31 tees, a chipping area with a bunker and a 2,500 sq. ft. putting/chipping green. The Range offers varying size buckets of Srixon 2 Piece golf balls. The well-lighted golf driving range is open seven days a week along with a well-stocked pro shop and snack bar to provide added convenience.

Location: Center of campus between softball & football fields

Hours: Mon-Sat., 8 a.m.-8 p.m.

Sun., 8 a.m.-3 p.m.

### Owl Bookshop (Campus Center)

Offering a one stop shop, visit the Owl Bookshop in person or online at [www.owlbookshop.com](http://www.owlbookshop.com). New, used and rental course materials are available and can be shipped to you or picked up in person. In addition to course materials, the Owl Bookshop also carries educational and office supplies, trade books, sundries, gifts, greeting cards, electronics, beauty supplies, apparel, imprinted merchandise, snacks, sandwiches, drinks, brewed coffee, and gift cards.

Location: BK - adjacent to the Campus Center

Hours: Posted on <http://www.owlbookshop.com>

### Vending (Throughout Campus)

Pepsi machines are located throughout campus and food vending machines are located between PA and AD, between PC and TC, CC north entrance, and inside the Owl Café dining area located below the Handy Campus Center.

## Directory of Services

### CalWORKS

626-852-8023 Location: SS, Second Floor  
<http://www.citruscollege.edu/stdntsrv/calworks>  
[calworks@citruscollege.edu](mailto:calworks@citruscollege.edu)

Office Hours:

Mon.– Friday., 8 a.m.-4:30 p.m.

Students who are receiving TANF (AFDC) benefits may be eligible for a variety of services that are available through the CalWORKS Program. The program helps students to:

- Complete county paperwork
- Find work-study employment
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Receive assistance with GAIN
- Submit ancillary requests for books, supplies and fees
- Enroll in short term and long term training programs

### Campus Center

626-852-6444 Location: Ross L. Handy  
 Campus Center

<http://www.citruscollege.edu/stdntsrv/studentaffairs/activities>  
[studentlife@citruscollege.edu](mailto:studentlife@citruscollege.edu)

studentlife@citruscollege.edu

Campus Center Hours:

Mon.-Thurs., 8 a.m.– 7 p.m.

Fri., 8 a.m.-4:30 p.m.

The Associated Students of Citrus College, Dean of Students and Student Life are located in the Campus Center.

Available are:

- Student activities
- Lounge with free WiFi and large screen TVs
- Campus club information
- Student government information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124
- Good pantry
- Class Pass

### Campus Safety and Parking

626-914-8611 Location: CS  
 Ext. 8611, from office phones

<http://www.citruscollege.edu/campussafety>  
[campussafety@citruscollege.edu](mailto:campussafety@citruscollege.edu)

Office Hours:

Mon.-Thurs., 7 a.m.-8 p.m.

Fri., 7 a.m.-5 p.m.

Campus Safety provides:

- Vehicle jump starts
- Vehicle unlocks
- Lost and Found
- Overnight parking information
- Parking citation information and appeals
- Buy parking permits at [citruscollege.thepermitstore.com](http://citruscollege.thepermitstore.com)

**Campus Safety officers patrol the campus 24 hours a day, 7 days a week.** Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a delay in the arrival of the officer. Escorts are provided for safety, not convenience.

### Career/Transfer Center

626-914-8639 Location: SS, Second Floor  
 Fax: 626-914-8544

<http://www.citruscollege.edu/stdntsrv/ctcenter>  
[ctc@citruscollege.edu](mailto:ctc@citruscollege.edu)

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

**Career/Transfer Center services include:**

- Articulation agreements between Citrus College and universities
- Associate Degrees for Transfer (ADT)
- Career and transfer planning assistance
- Career development and transfer planning classes for unit credit
- Career and personality assessments
- Career and transfer resource library
- Individual appointments with university representatives
- Interview preparation
- Online career exploration tools
- Resume and cover letter assistance
- Transfer awareness and career development workshops
- Transfer fairs
- Transfer Admission Guarantees (TAG) with participating universities
- University campus visits

## Directory of Services

### Cashier's and Bursar's Offices

The Cashier's and Bursar's offices provide a variety of financial services for students, staff, faculty and the public.

#### Cashier's Office

626-914-8896 Location: SS, First Floor  
<http://www.citruscollege.edu/finance/fiscal/cashier>

cashier@citruscollege.edu

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4 p.m.

Visit the Cashier for District and student related transactions such as:

- Payment of class fees by cash or check
- Payment of debts and outstanding obligations
- ASCC discount ticket services
- Disbursement of payroll checks
- Other District and student related issues

#### Bursar's Office

Location: AD, Second Floor  
 Office Hours:

Mon.-Fri., 8 a.m.-4 p.m.

Visit the Bursar's Office for District transactions such as:

- Revolving cash reimbursements
- Warrant replacements
- Other District related issues

A photo ID is required at both locations for all transactions.

### Computer Labs

Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. You do not need a Citrus ID to use the library computers. A student login is necessary each session.

#### Main Computer Lab

Location: IS 107

Lab Hours: View <http://www.citruscollege.edu/LC>

#### Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8644

### Counseling and Advisement Center

626-914-8530 Location: SS, Second Floor

Fax: 626-914-8618

<http://www.citruscollege.edu/stdntsrv/counseling@citruscollege.edu>

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

Counseling and Advisement assists students with:

- Academic and transfer advising
- Declaring a course of study and career counseling
- Developing a Student Educational Plan (SEP)
- New Student Orientation Sessions
- Early Alert/College Success Workshops
- Over-the-counter advising and drop-in services for students with brief questions
- Registration assistance
- Veterans counseling
- Honors counseling
- Personal counseling

Career Center services include:

- Individual career counseling
- Personality assessments addressing personality traits, interests, and values
- Interviews with professionals in your chosen career field
- Enhancement of career pathways
- Career development workshops
- Job search strategies and workshops
- Computerized career guidance and library
- Career development classes for unit credit

### Disabled Students Programs & Services (DSP&S)

626-914-8675 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/dsps>  
 jmcleod@citruscollege.edu

Office Hours:

- Mon.-Thurs., 8 a.m.-5 p.m.
- Fri., 8 a.m.-4:30 p.m.

DSP&S provides:

- Specialized assessment and diagnosis of learning disabilities
- Academic accommodations for students with disabilities—note taking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format, and more

## Directory of Services

DSPS cont.:

- Computer access for students with disabilities through instruction in adaptive technologies
- Specialized academic counseling designed for the student living with a disability

### EOP&S/CARE

#### (Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education)

626-914-8555 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/eops>

eopands@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal. EOP&S provides:

- Academic and career counseling
- Self development workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

EOP&S also coordinates the CARE program (Cooperative Agencies Resources for Education), which provides support services to EOP&S students who participate in TANF/CalWORKs, and are single heads of household with at least one child. In addition to EOP&S services, CARE students will receive:

- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

### ESL Lab

626-857-4035/626-914-8570 Location: P1 105

<http://www.citruscollege.edu/lc/esl>

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, reading exercises, peer-facilitated study groups, and conversation groups. Check website for hours of operation.

### Financial Aid

626-914-8592 Location: SS, First Floor

<http://www.citruscollege.edu/stdntsrv/financialaid>

[financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

English and Spanish

Federal School Code: 001166

Services include:

- Assistance with FAFSA and Dream Act application processing
- Help with... The California Collee Promise Grant (formerly known as the BOG fee waiver)
- Scholarships
- Federal and State Grants
- Loans

### International Student Center

626-914-8549 Location: SS 164

<https://isc.citruscollege.edu>

internationalstudents@citruscollege.edu

Office Hours:

Mon., Tues., Wed. & Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

The International Student Center provides services and support for current and prospective international students at Citrus College.

International Student Center services include:

- Application and enrollment assistance
- SEVIS I-20 issuance
- F-1 Student Visa and immigration issues
- Academic/Personal counseling
- Living arrangements/Homestay information
- Activities and events

### Learning Center

626-857-4035/626-914-8570 Location: P1 109

<http://www.citruscollege.edu/lc/>

The Learning Center is open to all Citrus students with a Citrus ID card seeking academic support. Check website for hours of operation and scheduled workshops.



## Directory of Services

### Library

Location: LI

<http://libguides.citruscollege.edu/library>

Hours: See library homepage (above)

Call: 626-914-8644

Text: 626-600-2153 (during open hours)

Chat: Via library homepage (during open hours)

Email: [library@citruscollege.edu](mailto:library@citruscollege.edu)

### Resources & Services

Faculty, staff and current students can

- Search the library catalog for over 32,000 print materials, 24,000 ebooks, thousands of articles, 28,000 streaming media and more.
- Access resources from 50 electronic resources 24/7 by setting up a MyLibrary Account
- Enjoy seating for over 500 students and 18 study rooms
- Utilize over 124 student computers
- Print from library computers or wifi — *Please be advised there is a 80-page print limit.*

Featured Databases:

- JSTOR: Scholarly journal article collection covering literature and many other subject areas.
- Kanopy: Watch thousands of award-winning documentaries, theatrical releases and more
- US Newsstream: Newspaper articles published since 1980 from quality news sources

### Noncredit Counseling

626-852-6445 Location: LL 104 and LL 105

Summer 2019 Office Hours:

Mon., 8 a.m.-9 p.m.

Tues., 8 a.m.-11 a.m. and 5:30 p.m.-8:30 p.m.

Wed., 8 a.m.-3:30 p.m. and 5:30 p.m.-8:30 p.m.

Thurs., 8 a.m.-3:30 p.m.

Fall 2019 Office Hours TBD

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:

- Academic advisement
- Student Educational Plan (SEP)
- Personal/career and vocational counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

- Multiple Measures Questionnaire

### Owl Café & Grill

626-914-8615 Location: CC, Lower Level

<http://www.citruscollege.edu/stdntsrv/owlcafe>  
[stuffedowl@citruscollege.edu](mailto:stuffedowl@citruscollege.edu)

Café & Grill Hours:

Mon.-Thurs., 7:30 a.m.– 7:00 p.m.

Fri.—catering only.

Owl's Nest Gourmet Mobile Grill Hours:

Mon.-Thurs., 7:00 a.m.– 6:00 p.m. (near PC)

Fri., 7:00 a.m.-2 p.m. (near CC)

Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections, vending machines and a place to meet and eat. Wireless service is also available. Many breakfast items are offered. Standard grill items, fresh pizza, fresh salads tossed to order, deli sandwiches, a taco, burrito and tostada bar, and entrees of the day are available for lunch. Vending Service is also available at various locations on campus.

### School Relations and Outreach

626-857-4162 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/highschool>

Office Hours:

Mon.-Fri., 8 a.m.-4:30 p.m.

The School Relations and Outreach office is responsible for coordinating high school outreach and recruitment activities for Citrus College. Our services include:

- Visits to local high schools to provide information on programs and services
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
- I Will Complete College Program
- Early College and College and Career Access Pathways (CCAP) Programs

## Directory of Services

### STEM Center

626-914-8723 Location: MA 129  
<http://www.citruscollege.edu/stem/stemcenter>

#### Office Hours:

Mon-Thur., 9 a.m.-7 p.m.  
 Fri., 9:30 a.m.-1:30 p.m.

In the STEM Center you can study with friends, form study groups, and have your math and science questions answered by highly-qualified tutors. Current math and science textbooks as well as math resources are available for short-term check-out in the STEM Center. For your convenience, the STEM Center is also equipped with computers that support [PLATO](#), [MyMathLab](#) and [WebAssign](#).

### STEM TRiO SSS Program

626-914-8577 Location: SS 172 and CI 107  
<http://www.citruscollege.edu/stemtrio>  
[marsmith@citruscollege.edu](mailto:marsmith@citruscollege.edu)

#### Office Hours:

Mon-Fri., 8 a.m.-5 p.m.

The STEM TRiO SSS program is designed to assist first-generation, low-income, and/or disabled students majoring in STEM (science, technology, engineering and mathematics) and allied health fields (nursing, EMT, etc.) by offering a variety of services tailored to meet their individual needs. The STEM TRiO SSS team focuses on helping students successfully enroll in and complete coursework, access necessary resources, prepare for transfer and build financial literacy to ensure students achieve their educational goals. All STEM TRiO SSS services are free to active program participants.

*The STEM TRiO Student Support Services Project is funded by the U.S. Department of Education, PR# P042A151490.*

### Student Employment Services

626-914-8550 Location: AD, office of HR  
<http://www.citruscollege.edu/hr/ses>

Citrus College offers a variety of opportunities for part-

time student employment. See website for details on how to apply.

### Student Health Center

626-914-8671 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/healthctr>

#### Office Hours:

#### Summer 2019:

Mon.-Thurs., 8:30 a.m.-2:00 p.m.  
 Fri., 8:30 a.m.-12:00 p.m.

#### Fall 2019:

Mon.-Thurs., 8:30 a.m.-5:00 p.m.  
 Fri., 8:30 a.m.-2 p.m.

Must arrive one hour before closing to be seen by a provider.

The Health Center is not open on weekends or college holidays. Services are available only when classes are in session. A current Citrus College ID card or a current class printout with a picture ID is required to be seen. Hours subject to change.

All currently enrolled students who pay the student health fee are eligible to receive health care services from the Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

#### Health Care Services include:

- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low-cost medication - prescribed by the campus healthcare providers
- Family planning services
- Plan B emergency contraception
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

## Directory of Services

### Teacher Preparation Pipeline (TPP)

626-914-8577 Location: SS 172  
 Fax: 626-914-8544  
[monicahernandez@citruscollege.edu](mailto:monicahernandez@citruscollege.edu)  
 Office Hours:  
 Mon. – Fri., 8 a.m.-5 p.m.

Citrus College's Teacher Preparation Pipeline (TPP) program prepares future teachers by offering:

- Teacher preparation workshops and events
- Work-based learning experiences
- CBEST preparation workshops and financial assistance for exam fee
- Individualized support
- Transfer resources

### Testing Center

626-857-4035/626-914-8570  
 Locations: P1 108 (Adapted Testing) and IS 107  
 (Assessment and Online Ed Courses)  
<http://www.citruscollege.edu/lc/testing>  
[testingcenter@citruscollege.edu](mailto:testingcenter@citruscollege.edu)

The Testing Center provides administration and proctoring for exams in the following locations:

P1 108: Disabled Student Programs and Services (DSP&S) students who require accommodations due to disabilities or other circumstances may arrange to take their exams through Adapted Testing. Typical accommodations provided by Adapted Testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation.

IS 107: The Testing Center functions as a professional, secure, confidential, and quiet environment providing administration and proctoring for online education exams, chemistry diagnostic exams, and assessment testing for ESL placement with counselor referral. Assessment testing is administered through a computerized placement test to determine the student's initial placement into ESL courses. Check the website for hours of operation.

### Tutorial Services

626-914-8570 Location: ED 215  
<http://www.citruscollege.edu/lc/tutor>

Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring on a drop-in basis in most subjects by trained staff free of charge. See Tutorial for subjects offered. Students interested in working with a tutor must sign up for the service and a Citrus ID card is required. Check website for hours of operation.

### Veterans Success Center

626-852-6421 Location: IC  
 Fax: 626-852-6422  
[veterans@citruscollege.edu](mailto:veterans@citruscollege.edu)  
 Office Hours:  
 Mon.-Thurs., 7:30 a.m.-7 p.m.  
 Fri., 7:30 a.m.-1 p.m.

Services include:

- Priority Registration
- Academic Counseling
- Tutoring Services
- Family Support
- New Student Orientation
- Veterans Student Mentors
- Transitional Counseling
- Veterans Club
- Financial Aid Help

### Writing Center

626-857-4035/626-914-8570 Location: ED 231  
<http://www.citruscollege.edu/academics/bridges/writingcafe>  
 Office Hours:  
 Mon.-Thurs., 9:00 a.m.-5 p.m.  
 Fri., 10 a.m.-2 p.m.

The Writing Center provides assistance to all Citrus students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports, or any other writing assignment. The Writing Center services also include assistance with reading comprehension and strategies for note taking. Consultations by trained staff provide drop-in, one-on-one writing consultations, and scheduled appointments by special arrangement. The Writing Center also offers lectures and specialty workshops covering a variety of topics. A Citrus ID card is required. Check website for hours of operation.

## Standards of Student Conduct

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws, and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for a student's expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the District catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, and are based on local, state and federal law, as well as Citrus Community College District Board Policy 5500 and Administrative Procedure 5520.

1. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained prior written permission from a District employee with the concurrence of the Superintendent/President;
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
4. Committing or attempting to commit robbery or extortion;
5. Causing or attempting to cause damage to District property or to private property on campus;
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus;
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District;
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District Board Policies and Administrative Procedures;
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law;
11. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel;
13. Cheating, plagiarizing (including plagiarism in a student publication), or engaging in other academic dishonesty;
14. Dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;

## Standards of Student Conduct

17. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District Administrative Procedures, or the substantial disruption of the orderly operation of the District;
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Board Policy or Administrative Procedure.
20. Violation of District rules or regulations including campus policies concerning the student organizations, the use of District facilities, or the time, place and manner of public expression;
21. Persistent violation of classroom standards of conduct as established by the instructor;
22. Accessing restricted portions of the District's network, operating system, security software or other administrative applications without authorization. Developing or using programs that may disrupt other computer or network users or that damage software or hardware components of a system. Attempting to use or giving another person a user's login, password, or add code to enter an account and/or course without authorization;
23. Any other cause not listed above that are identified as "Good Cause" by the Education Code.

For detailed information regarding student discipline, visit <http://www.citruscollege.edu> and click Student Affairs, Student Conduct and Discipline, Standards of Conduct (Board Policy BP 5500).



## Department of Campus Safety

In compliance with the Student Right-to-Know and Campus Security Act of 1990, and to ensure a safe, secure environment, the college has adopted the following procedures:

1. Incidents may be reported to Campus Safety by phone at (626) 914-8611 or in person. Campus Safety will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The administrator on duty will be informed of the incident as well as other appropriate administrators.
2. Only employees are authorized to have keys to buildings; **no students are to have access to campus facilities without employee supervision.** Alarm systems and outdoor lighting are integral parts of the campus security system. Facility security problems should be reported to the Facilities Department.
3. Campus Safety has the authority to enforce sections of the Penal Code, California Vehicle Code, Education Code, Board Policies and Administrative Procedures, and the Standards of Conduct; and is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the Penal Code of the State of California will be reported to the local police. The campus emergency procedures publication states that students and employees should make a prompt and accurate report to Campus Safety in the event of an emergency. It is Campus Safety's responsibility to make contact with outside agencies.
4. Campus Safety supports campus programs that inform students and employees about being responsible for their own safety and the safety of others.
5. The Standards of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

- After dark, walk with others or take advantage of safety escorts provided by Campus Safety.
- Have your keys in your hand when you approach your car. Check the floor and back seat before getting in.
- Take security measures seriously for your own protection as well as that of others.

### Campus Crime Statistics (Clery Act)

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and are also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

From January 1, 2015 through December 31, 2017, the following criminal offenses occurred on campus and were reported to Campus Safety and public agencies:

Offense	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offense (Forcible)</b>			
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault With An Object	0	0	0
Forcible Fondling	0	2	0
<b>Sex Offense (Non-Forcible)</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	2	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	1	1	2
Motor Vehicle Theft	0	0	1
Liquor Law Arrest/Citations	4	4	7
Liquor Law Violations (Referred for Disciplinary Action)	6	3	1
Drug Law Arrests	15	10	3
Drug Law Violations (Referred For Disciplinary Action)	20	17	21
Weapon Law Arrests	0	0	1
Weapon Law Violations (Referred for Disciplinary Action)	0	2	0
Dating Violence	1	1	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate (Bias) Crimes	0	0	0

### Crime Prevention Tips

- Walk with confidence and be aware of your surroundings.
- Program the Campus Safety Office number: (626) 914-8611 into your cell phone.
- Download the Citrus Guardian App.
- Carry a cellular phone with you or in your car. This is the fastest way to get help in an emergency.

## Department of Campus Safety

### Safety Escort

Campus Safety provides a safety escort on campus for any member of the college community. During busy periods, callers may experience a delay in the arrival of the officer. Safety escorts are provided for safety, not convenience.

**To request a safety escort, call (626) 914-8611.**

### Registered Sex Offender Information

Information concerning registered sex offenders may be obtained from the Glendora Police Department, 150 S. Glendora Ave., Glendora by calling (626) 914-8250 or by visiting <http://www.meganslaw.ca.gov> Sex offenders are required to register with the police in the jurisdiction in which they reside.

## Your Car On Campus

### Citrus College Traffic and Parking Regulations (AP 6750)

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code (CVC) are applicable.

Parking of motor vehicles and bicycles is limited to specially designated areas. Permits are required. Vehicles or bicycles parked in violation of the provisions of this Administrative Procedure are subject to fines, towing, or impoundment.

All persons who enter the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

Parking at Citrus College is reserved for students, employees, or those affiliated with the college who are conducting official business on campus while they are parked in a campus parking lot. The campus and its parking lots are considered private property. There is no public transit parking at Citrus College.

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee may be refunded, minus a processing fee, to students who withdraw from the College and submit a Request for Refund prior to any established deadlines for refunds.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

### TRAFFIC AND PARKING REGULATIONS

#### Article I. General Traffic Regulations

**Section 1.** No person shall fail to obey any official traffic control device erected or maintained to carry out these regulations or the California Vehicle Code.

**Section 2.** The driver of a vehicle shall yield the right of way to a pedestrian crossing any road way.

**Section 3.** No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

**Section 4.** No person shall drive any vehicle in willful, wanton, or reckless disregard for the safety of persons or property.

**Section 5.** No person shall drive or ride a motor driven scooter, motorcycle, skateboard, or bicycle on campus side walks. Skateboards and scooters shall not be ridden in campus parking lots.

**Section 6.** No person shall walk on a road way or parking lot which obstructs flow of traffic.

**Section 7.** No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or campus owned vehicles without prior authorization.

## Your Car On Campus

### Article II. Speed Regulations

**Section 1.** No person shall drive a vehicle at a speed greater than 15 miles per hour in the parking areas and no greater than 15 miles per hour on the campus walkways.

**Section 2.** No person shall drive a vehicle at a speed greater than is reasonable or prudent.

### Article III. Parking Regulations

**Section 1.** Parking on campus Monday through Thursday 6:00am-10:00pm and Friday 6:00am- 4:00pm is by permit only. A daily parking permit or a current Citrus College parking permit must be obtained and displayed in order to park on campus.

- Student and staff permits may be obtained through the iparq system at [citruscollege.thepermitstore.com](http://citruscollege.thepermitstore.com)
- Daily permits are available for purchase from the Automated Pay Station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots.
- Metered parking spaces are available in the S1, E6 and V2 lots. Metered spaces go up to a maximum of 30 or 60 minutes depending on location. Vehicles parked in expired meter spaces will be cited.
- Arrangements may be made for special events in advance.
- Parking permit must not be copied, forged, altered or stolen.

**Section 2.** Parking permits must be displayed in the following locations:

- PASSENGER VEHICLES – Permits must be affixed to the lower corner of the windshield, nearest the driver in a manner described in 26708 (b) (3) CVC.
- MOTORCYCLES - On the front, right fork.

**Section 3.** All vehicles shall be parked facing into parking stalls.

**Section 4.** All vehicles shall be parked within a marked parking stall.

**Section 5.** All vehicles shall be parked in a designated parking area.

**Section 6.** Only district owned vehicles shall park in designated District Vehicle Parking.

**Section 7.** Vehicles shall not park alongside a red curb.

**Section 8.** Vehicles shall not park on cross-hatch lines.

**Section 9.** Passenger vehicles shall not park in designated motorcycle or moped parking.

**Section 10.** Motorcycles or mopeds shall not park in passenger vehicle stalls except marked disabled parking spaces when displaying valid placard or plate authorizing disabled parking.

**Section 11.** Vehicles shall not stop or park, at any time, in a designated Fire Lane where signs are posted. (22500.1 CVC)

**Section 12.** Vehicles shall not park illegally next to another vehicle, impeding their ingress/ egress (double parking); (22500(h) CVC).

**Section 13.** No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device, in any of the following places:

- On a crosswalk.
- On the college campus unless in a designated parking area.
- On a sidewalk, lawn or landscaped area.
- So as to obstruct the passageway, walkway, or doorway of any building.
- Within 15 feet of a fire hydrant.
- Within 15 feet of a stop sign.
- Behind a parked vehicle

**Section 14.** Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

- RED ZONE - Indicates no stopping, standing or parking, whether the vehicle is attended or not.
- YELLOW ZONE - Indicated an area for loading and unloading of vehicles and the parking of service vehicles.
- BLUE ZONE - Indicates disabled parking.



## Your Car On Campus

**Section 15.** Spaces for disabled drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV disabled placard, temporary disabled placard, or disabled license plates. Drivers displaying placards or disabled license plates may park in any spaces except red zones, motorcycle parking and any other space identified for specific type of parking that have been reserved by a governing body, for special types of vehicles or parking of vehicles; CVC 22511.5 (B) Section 3.

1. Vehicles parked in disabled parking stalls shall display a valid, visible disabled placard 22507.8 (a) CVC.
2. No vehicle shall park on cross-hatch lines for Disabled parking 22507.8(c) (1) CVC.

**Section 16.** No student, faculty, or employee shall park in an area designated as visitor or client parking. Visitors or clients must obtain a valid visitor or client permit and shall park in designated visitor parking areas. Visitor permits must be displayed according to the directions on the permit.

- a. Client Parking - A portion of the V4 lot is reserved for clients of the Cosmetology, Health Occupations and Dental Assisting programs while they are receiving services from these programs. Client parking also applies to the V3 lot which is designated for the Golf Range patrons and E1 lot which is designated for Performing Arts. This area is identified by signage that states, "Client Parking Only" or "Golf Range Only." Anyone parking in these areas without a valid client permit will be cited.

**Section 17.** No vehicles displaying a student, part-time employee, or daily parking permit are allowed to park in any area designated as STAFF/EMPLOYEE parking; with the exception of handicapped persons having a valid Disabled placard or plate and those persons who have first obtained a valid visitor's permit enabling them to do so.

**Section 18.** Bicycles must be parked in designated bicycle parking areas.

- a. All bicycles must be secured to an existing bicycle rack.
- b. Any unattended bicycle not secured to an existing bicycle rack will be removed and stored by Campus Safety personnel. Bicycles will be

released upon verification of ownership and valid identification.

**Section 19.** Unauthorized vehicles shall not park in designated reserved or temporarily reserved stalls.

### Article IV. Citations

**Section 1.** Citations are issued for violations described in Article III, parking regulations.

**Section 2.** Citation fees range from \$35.00 - \$330.00 contingent upon the violation.

**Section 3.** An appeal process is available for those who feel they were cited in error. Directions for the appeal process are on the citation as well as on the Citrus College website.

**Section 4.** Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on Citrus College campus.

### Article V. Abandoned Vehicles

**Section 1.** No person shall abandon, or leave standing any vehicle on the campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22669 and 22651.5 of the California Vehicle Code.

- a. Pursuant to section 22658(a), unauthorized vehicles will be towed at vehicle owner's expense.
  1. Vehicles may be claimed at Jan's Towing (626) 914-1841.
  2. Glendora Police Department (626) 914-8250.

## Notification of Rights under FERPA and Directory Information Services

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Citrus College receives a request for access. A student should submit to the Registrar in the Admissions and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable

information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Citrus College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Citrus College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Citrus College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll on request.

## Notification of Rights under FERPA and Directory Information Services

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Citrus College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- Information designated as “directory information” under §99.37. (§99.31(a)(11)) Citrus College may disclose appropriately designated “directory information” without written consent, unless you have opted out of disclosure of directory information in accordance with Citrus College procedures. The primary purpose of directory information is to allow Citrus College to include this type of information from your education records in certain school publications. Examples include:
  - A playbill or program;
  - Honor or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside

organizations without a student's prior written consent. Outside organizations include, but are not limited to, class management system (Blackboard). In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless students have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Citrus College to disclose directory information from your education records without your prior written consent, you must submit the Withhold Directory Information Form to the Admissions and Records Office before the start of the term. The college has designated the following information as directory information:

- Name
- Dates of attendance
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition
- To other school officials, including teachers, within Citrus College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

## Notification of Rights under FERPA and Directory Information Services

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To students of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Notification of Rights under FERPA and Directory Information Services

El Acta de Derechos de la Familia a la Educación y Privacidad (FERPA por sus siglas en inglés) ofrece a los estudiantes elegibles ciertos derechos relacionados con sus archivos educativos. (Un “estudiante elegible” bajo FERPA es un estudiante que es mayor de 18 años y que asiste a una institución de educación post-secundaria). Estos derechos incluyen:

1. El derecho de inspeccionar y revisar los archivos educativos del estudiante dentro de un lapso de 45 días después de que Citrus College recibe una solicitud para pedir acceso. El estudiante debe entregar una petición por escrito a la Oficina de Admisiones y Récor­ds que identifique el archivo/s que el estudiante desea inspeccionar. La directora de la oficina o persona encargada hará los arreglos necesarios para el acceso a dichos archivos y notificará al estudiante del horario y fecha en que el archivo puede ser revisado. Si los archivos que el estudiante busca no se encuentran en dicha oficina, la persona encargada lo dará a conocer al estudiante y le indicará a quién debe de dirigir dicha petición.
2. El derecho de solicitar una enmienda al archivo educativo del estudiante que el estudiante crea necesaria por ser información incorrecta, engañosa, o que viole la privacidad de los derechos del estudiante bajo FERPA.

Un estudiante que desea pedirle a la escuela que se realice una enmienda a su archivo educativo debe de dirigir una carta por escrito a la persona encargada de dicho archivo, y claramente identificar la parte del archivo que el estudiante está solicitando sea cambiada, y especificar la razón del cambio.

Si la escuela decide no enmendar al archivo como lo ha solicitado el estudiante, la escuela le notificará al estudiante por escrito de dicha decisión así como del derecho que tiene el estudiante a solicitar una audiencia sobre la solicitud de la enmienda. Información adicional sobre los procedimientos para una audiencia se le darán al estudiante al momento en que se le indique de su derecho a tener una audiencia.

3. El derecho a dar consentimiento por escrito antes de que el colegio difunda información personal de identificación (PII) que se encuentra en el archivo educativo del estudiante, excepto cuando FERPA autorice la difusión sin consentimiento previo.

La escuela difunde los archivos educativos sin el consentimiento por escrito previo del estudiante bajo las excepciones que otorga FERPA para difundir información al personal de la escuela que tengan intereses educativos legítimos. El personal de la escuela es una persona que esté empleada por Citrus College en un puesto administrativo, de supervisor, académico, de investigación, o personal en puestos de servicios de apoyo (incluyendo a los agentes del orden o personal de la clínica de salud); una persona que es parte de la Junta de Fideicomisarios del Colegio; o un estudiante que es miembro de un comité oficial, tal como un comité de disciplina o de reclamos. Una persona representante del colegio, también puede incluir a un

voluntario o contratista trabajando fuera de Citrus College que está realizando un servicio para la institución, en la que el colegio de otra manera utilizaría sus propios empleados, y ésta persona se encuentra bajo los reglamentos de la escuela en cuanto al uso y mantenimiento de información PII de los archivos educativos, tal como un abogado, auditor, agente de colección, o estudiante voluntario/a que está ayudando a otro miembro del personal del colegio a realizar su asignación. Un representante del colegio tiene el interés educativo legítimo de revisar un archivo educativo para poder realizar sus obligaciones profesionales para Citrus College.

Ante una solicitud por parte del estudiante, la escuela también difunde archivos educativos sin el consentimiento del personal de otra escuela en la que el estudiante está solicitando ser admitido/a.

## Notification of Rights under FERPA and Directory Information Services

4. El derecho de presentar una queja con el Departamento de Educación alegando fallas por Citrus College para cumplir con los requisitos de FERPA. El nombre y dirección de la Oficina que administra todo lo relacionado con FERPA es:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permite la difusión de PII del archivo del estudiante, sin el consentimiento previo del estudiante, siempre y cuando la difusión de dicha información llene ciertas condiciones que se encuentra en los reglamentos de FERPA sección §99.31. Con la excepción de la difusión a los representantes de escuelas, el difundir información relacionada con órdenes judiciales o con citatorios a la corte, difusión de información de directorio, y difusión de la sección §99.32 de FERPA, requiere que la institución documente dicha difusión. Los estudiantes elegibles tienen el derecho de inspeccionar y revisar los archivos que identifican dichas difusiones de información. Una institución de educación post-secundaria puede difundir sin consentimiento previo por escrito, información PII del archivo del estudiante –

- Información designada como “información de directorio” bajo la sección §99.37. (§99.31(a) (11)) Citrus College puede difundir información apropiadamente indicada como “información de directorio”, sin el consentimiento previo por escrito del estudiante, al menos que el estudiante previamente haya indicado no querer que su información de directorio sea difundida, esto de acuerdo con los procedimientos de Citrus College. El objetivo principal de la información de directorio es para permitirle a Citrus College incluir este tipo de información que se encuentra en el archivo educativo en ciertas publicaciones de la escuela. Algunos ejemplos incluyen:
  - o Un programa de obra de teatro, o cualquier otro programa de actividad;
  - o Listas de honores o de otros reconocimientos;
  - o Programa de graduación; y
  - o Hojas deportivas de información que de-

muestran el peso y estatura de los miembros de los equipos.

Información de directorio, que es información que de ser difundida no se considera dañina o una invasión a la privacidad, también se puede difundir a organizaciones externas, sin el consentimiento previo por escrito del estudiante. Las organizaciones externas incluyen, pero no están limitadas, a un sistema de administración de la clase (como Blackboard). Adicionalmente, hay dos leyes federales que requieren a las agencias locales educativas (LEAs) que reciben asistencia bajo el Acta de Educación Elemental y Secundaria de 1965 (ESEA) a difundir este tipo de información a reclutas militares, de ser esta información solicitada, con la siguiente información— nombres, direcciones y números telefónicos – al menos que el estudiante haya indicado a la institución LEA que no autoriza que su información sea difundida sin el consentimiento previo por escrito.

Si usted no desea que Citrus College difunda su información de directorio que se encuentra en su archivo educativo sin su consentimiento previo por escrito, usted debe llenar la solicitud ‘Withhold Directory Information’ que se encuentra en la Oficina de Admisiones y Récords, antes de que empiecen las clases. El colegio ha designado la siguiente información como información de directorio:

- o Nombre, dirección, número de teléfono
- o Fechas de asistencia
- o Fecha y lugar de nacimiento
- o Área de estudios
- o Nivel de inscripción ejemplo, tiempo completo o medio tiempo
- o Escuela más reciente pública o privada a la que ha asistido el estudiante
- o La participación del estudiante en actividades y deportes oficiales del colegio, incluyendo su peso, estatura, y la preparatoria de la cual se graduaron los miembros de los equipos deportivos.

## Notification of Rights under FERPA and Directory Information Services

- o Títulos y premios recibidos por los estudiantes, incluyendo honores, becas, trofeos deportivos y listas de reconocimientos de los decanos.
- A otros representantes de la escuela, incluyendo maestros de Citrus College, a quien el colegio ha determinado que tienen un interés legítimo educativo. Esto incluye contratistas, asesores, voluntarios u otras personas o agencias a las cuales el colegio les haya asignado cumplir un servicio o asignación, siempre y cuando las condiciones indicadas en la sección §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) se cumplan. (§99.31(a)(1))
- A representantes de otras escuelas a donde el estudiante desea inscribirse, o donde el estudiante ya está inscrito y si el propósito de la difusión de información está relacionada con la transferencia del estudiante, y sujeta a los requisitos de la sección §99.34. (§99.31(a)(2))
- Puede ser difundida a representantes autorizados de la Contraloría General de Estados Unidos, el Fiscal de Estados Unidos, el Secretario de Educación, o a autoridades educativas estatales y locales; tales como una autoridad de educación postsecundaria que es responsable de supervisar los programas universitarios financiados por el Estado. La difusión de este tipo de información, se debe de realizar y está sujeta a los requisitos bajo la sección §99.35, y en conexión con una auditoria o evaluación de los programas educativos financiados por el gobierno federal o estatal, o para cumplir con requisitos federales legales relacionados con estos programas. Estas entidades pueden difundir información PII adicional a agencias externas que están designadas por ellos mismos como su representante autorizado para realizar una auditoría, evaluación, o para el cumplimiento o realizar una actividad para cumplir con algún requisito. (§99.31(a)(3) and 99.35)
- En relación con la ayuda financiera que el estudiante ha solicitado, o que ha recibido, si la información que se difunde es necesaria para determinar la elegibilidad para recibir asistencia económica, determinar la cantidad de la ayuda financiera, determinar las condiciones, o hacer cumplir los términos y las condiciones en las que se otorga la ayuda. (§99.31(a)(4))
- A organizaciones que están realizando estudios, para o a nombre de la escuela, para poder: (a) desarrollar, validar, o administrar pruebas; (b) administrar ayuda financiera; o (c) mejorar la instrucción. (§99.31(a)(6))
- A organizaciones que están acreditadas para llevar a cabo estas funciones acreditadas. (§99.31(a)(7))
- A estudiantes hijos de estudiantes elegibles si el estudiante es una persona dependiente para propósitos de impuestos del IRS. (§99.31(a)(8))
- Para cumplir con una orden judicial o con un citatorio. (§99.31(a)(9))
- A los agentes indicados en relación a una emergencia de salud o de seguridad, sujeta a la sección §99.36. (§99.31(a)(10)).
- A la víctima de un supuesto autor de un crimen violento o de una ofensa sexual, sujeto a los requisitos de la sección §99.39. La difusión puede solamente incluir los resultados finales de los procedimientos disciplinarios con relación al supuesto crimen u ofensa, sin importar cual sea el resultado de los procedimientos. (§99.31(a)(13))
- Al público en general, los resultados finales de un procedimiento disciplinario, sujeto a los requisitos de §99.39, si la escuela determina que el estudiante es un supuesto autor de un crimen violento o de una ofensa sexual y el estudiante ha cometido una violación de las reglas y políticas de la escuela en relación a las acusaciones hechas en su contra. (§99.31(a)(14))
- A los padres del estudiante en relación a una violación por parte del estudiante en contra de la ley federal, estatal o local, o en contra de cualquier ley o reglamento de la escuela que gobierne el uso de posesión de alcohol o de una sustancia controlada y si la escuela determina que el estudiante ha cometido una violación disciplinaria y el estudiante es menor de 21 años de edad. (§99.31(a)(15))

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

### Schedule Changes

Every effort is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make corrections or changes at any time without prior notice.

### Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

### Open Enrollment Policy

The District complies with open enrollment regulations as outlined in Administrative Procedures 5052. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

### Reglamento de Inscripción Abierta

El Distrito cumple con los reglamentos de inscripción abierta tal y como lo describe los Procedimientos Administrativos 5052. La inscripción puede estar sujeta a cualquier sistema de prioridad que haya sido establecido. Las inscripciones también pudieran estar limitadas a los estudiantes que cumplen con pre-requisitos y co-requisitos que han sido verificados, o debido a otras consideraciones prácticas tales como las exenciones que se indican en los reglamentos.

### Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS),

mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990.

Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

### Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o 'HIV'), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990.



## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

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### Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students.

Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college.

Information regarding student grievance procedures may be obtained at [www.citruscollege.edu](http://www.citruscollege.edu), A to Z index under "Student Grievances," or from the vice president of student services, Student Services Building, second floor, 626-914-8534.

### Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos.

Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de

California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes.

Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College.

Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del Servicios Estudiantiles, 626-914-8534.

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### Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702.

The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity.

All employees are required to comply with this policy as a condition of their employment and continued employment.

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the superintendent/president.

The superintendent/president shall ensure that the college distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act. Approved April 28, 2004.

### Programa Libre de Drogas y de Prevención del Consumo de Drogas

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C. Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Area de Trabajo Libre de Drogas 1988, 41 U.S.C. Sección 702 El Colegio estará libre del uso ilegal de drogas y de la posesión ilegal de drogas, distribución ilegal de drogas por los estudiantes y empleados.

El Distrito está comprometido a mantener un ambiente libre de posesiones ilícitas, uso o distribución de sustancias ilegales y de alcohol por los estudiantes y empleados.

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción ilegal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito.

Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación

apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

El Superintendente/presidente debe asegurar de que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004

### Sexual Misconduct Information (Title IX)

Citrus Community College District is committed to providing an educational environment that is safe and free from all forms of discrimination, sexual harassment, and sexual misconduct.

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the California Education Code require that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual misconduct which occur both on and off-campus, as well as, providing victims with information regarding post sexual treatment options and services.

Citrus College is proactive in offering a safe environment for students, faculty, staff, and visitors and will not tolerate sexual misconduct. For this, Citrus College offers prevention and education information and orientation programs about domestic violence, sexual assault, dating violence, and stalking to students, faculty, staff, and visitors to help prevent the risk of sexual harassment and sexual misconduct on or off-campus. Additional information is available through the Sexual Violence Prevention Statement on the college web site at [www.citruscollege.edu](http://www.citruscollege.edu).

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

All Citrus College employees are deemed “responsible employees” and must report and violations or alleged violations of sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation involving students. A “responsible employee” who receives a report of sexual harassment or sexual misconduct must promptly notify the Title IX Coordinator at (626) 914-8830.

### **Sexual Harassment (Board Policy 7102/ Administrative Procedure 7102.1)**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of sexual nature when:

- Submission to the conduct is made a term or condition of an individual’s academic status or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual;
- The conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied access to an educational opportunity or benefit; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of Board Policy 7102 should immediately report such incidents by following the procedure described in Administrative Procedure 7102.1 entitled “Prohibition of Harassment: Students and Employees.” Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Stu-

dents who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

To file a complaint on allegations of sexual harassment, discrimination, or retaliation based on a protected category against a College employee or student are made to the Title IX Coordinator at (626) 914-8830. To file a complaint, refer to Discrimination Complaint Procedures (Administrative Procedure 7101.1).

### **Sexual and Other Assault (Board Policy 3540/Administrative Procedure 3540)**

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism and/or fondling.

Any sexual violence or physical abuse, including, but not limited to rape as defined by California law, whether committed by a student, faculty, staff or visitor, that occurs on District property, on college owned or controlled property, at college sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and/or civil prosecution, and employee or student discipline procedures. Students, faculty, staff, and visitors who may be victims of sexual and/or other assaults shall be treated with dignity and provided comprehensive assistance.

Any sexual violence against the wishes and without the affirmative consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law. “Affirmative consent” means affirmative, conscious, and voluntary agreements to engage in sexual activity. It is active, not passive. Silence, in and of itself, is not consent.

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

Prior consent is not consent to future acts. A person must be fully conscious and aware of their actions to be able to give consent. This means that a person who is asleep, drugged, intoxicated, unconscious, a minor, mentally impaired, or incapacitated cannot give consent. Intercourse under any of these circumstances is rape.

- Both partners must be equally free to act. The decision to be sexually intimate must be made without coercion.
- Both partners have the right to revoke their consent at any time during sexual activity by actively (verbally or non-verbally) communicating their desire to stop the activity.

Any person who has been the victim of sexual misconduct or who has information regarding sexual violence on campus is strongly urged to call 911 or the police or sheriff department in the city where the crime took place and report the situation as soon as possible. If you are the victim of sexual assault on or off-campus you may also:

1. Go to a safe place. If on campus, you may call Campus Safety 24 hours a day, 7 days a week at (626) 914-8611. You may also visit or contact the Student Health Center (SS 147) during business hours at (626) 914-8671.
2. Help preserve evidence. You do not have to decide immediately whether or not you want to pursue a criminal complaint. Collecting evidence immediately following an assault will be helpful if you decide to press charges later.
3. See emotional care and support. Don't try to deal with this situation alone. Call a friend, family member, or someone with whom you feel you can talk to. A 24 hour rape crisis hotline is available where help may be sought by calling (626) 793-3385.
4. Get medical attention as soon as possible to assess and treat physical injuries you may have sustained and to collect evidence of the assault. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many off-campus and confidential resources that can provide different support ser-

vices to you in a time of crisis. This includes but is not limited to:

- Rape Treatment Center offers a free rape exam with police officer authorization. Free rape exams are also available without police authorization, although police presence is strongly encouraged. (310) 319-4000 located at 1250 16th Street, Santa Monica CA.
- Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages, seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances.

### 24-hour hotlines:

- (909) 626-HELP (4357) or (626) 966-4155
- Foothill Presbyterian Hospital:  
(626) 963-8411
- Glendora Police Department:  
(626) 914-8250
- Family Counseling Services:  
(626) 308-1414
- Peace Over Violence:  
(626) 966-4155
- San Bernadino Sexual Assault Services:  
(626) 885-8884

5. If the perpetrator is a student at Citrus College, consider reporting the assault to the Manager or Human Resources & Staff Diversity/Title IX Coordinator at (626) 914-8830 and/or police. Telling the police does not commit you to further legal action. The Title IX Coordinator, Campus Safety, and Student Health Center are campus Non-Confidential Resources.

### Confidentiality and Privacy

The Title IX Coordinator uses discretion and seeks to protect the privacy of all persons involved in complaints of sexual harassment and sexual misconduct. Unless explicitly stated, persons or entities on campus are not confidential and may have an obligation to report your disclosure to the Title IX Coordinator at (626) 914-8830.

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

If you experience any type of sexual misconduct and want to speak to someone confidentially about your options, rights, and experiences, contact a confidential resource.

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to Citrus College Campus Safety, will be documented on a report and forwarded to the Investigations Division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, Citrus College Campus Safety will provide a "Jane Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

### Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students.

Student Right-To-Know (SRTK) refers to a federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Education-

al Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates. Access to the Citrus College Student Right-To-Know rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse web site" maintained by the Chancellor's Office, California Community Colleges at <http://srtk.cccco.edu/index.asp>

### Derecho de los Estudiantes a la Información

En cumplimiento del Acta de Derecho de los Estudiantes a la Información y del Acta de Seguridad en el Campus de 1990, es la política de Distrito Citrus Community College y de Citrus College hacer disponible la información sobre los tasa de transferencia y de cursos completados a todos los estudiantes actuales y futuros.

El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al consumidor estadísticas comparativas para que puedan determinar cualquier colegio seleccionar. Se requiere que todos los colegios a nivel nacional participen de forma efectiva en hacer pública esta información a partir del 2000.

SRTK es un "grupo específico" del cual se adquiere información; lo que quiere decir que un grupo de estudiantes que por primera vez entran al colegio, estudiantes "freshmen" que están inscritos de tiempo completo en busca de un título, se inscriben durante el otoño y el resultado de su estudiantes se mide a lo largo de un periodo de tiempo. Los resultados que mide SRTK son la tasa de Cumplimiento (el total del número de estudiantes en el "grupo específico" que logran obtener su título, certificado, o que de forma exitosa terminan un programa equivalente de dos años de transferencia) y la tasa de Transferencias (el número total del "grupo específico" que no lograron completar el curso de estudios y fueron identificados de haberse inscrito en otra institución).

## Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

El periodo de colección de información del grupo específico es de tres (3) años, durante el cual las tasas de SRTK serán calculadas y se harán públicas. Las Tasas de SRTK se derivan y se reportan cada año en el IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate

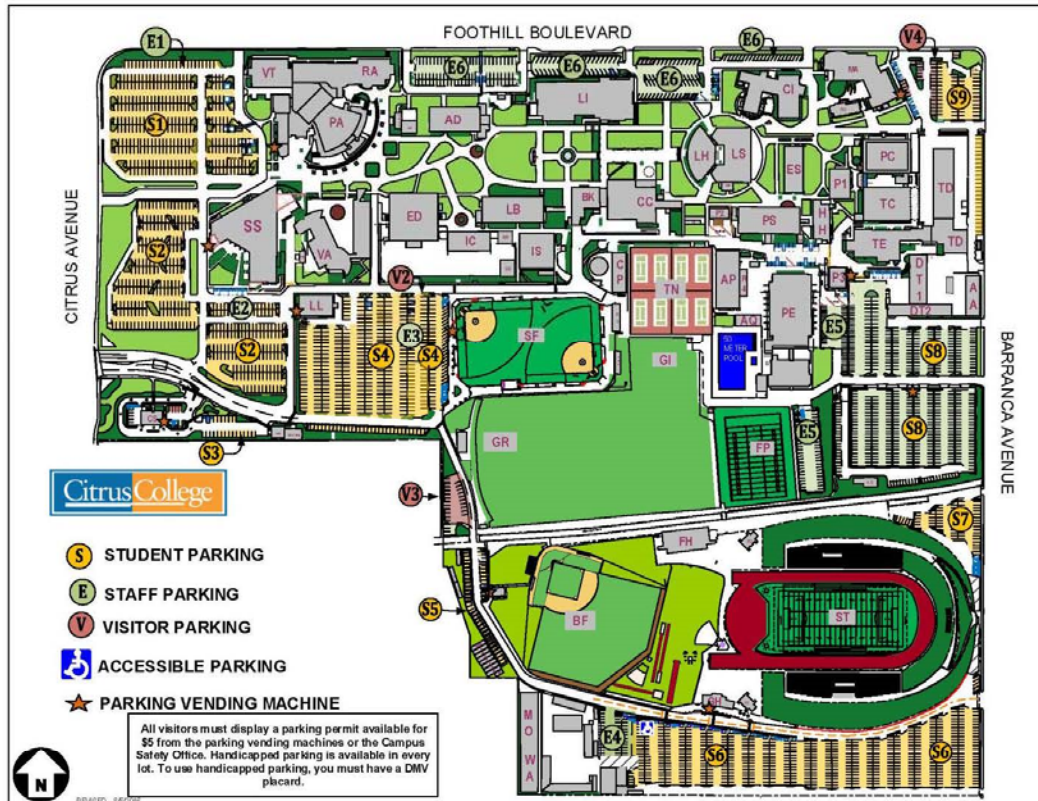
Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se colecciona por tres años.

Acceso a las Tasas y al Derecho de Información para Estudiantes de Citrus College e información adicional sobre las tasas y sobre cómo deben interpretarse está disponible en el sitio de internet de Acceso a la Información "Student Right-To-Know Information Clearinghouse web site" mantenido por la Oficina del Canciller de los Colegios Comunitarios de California

<http://srtk.cccco.edu/index.asp>



# Citrus College Campus Map



## Buildings

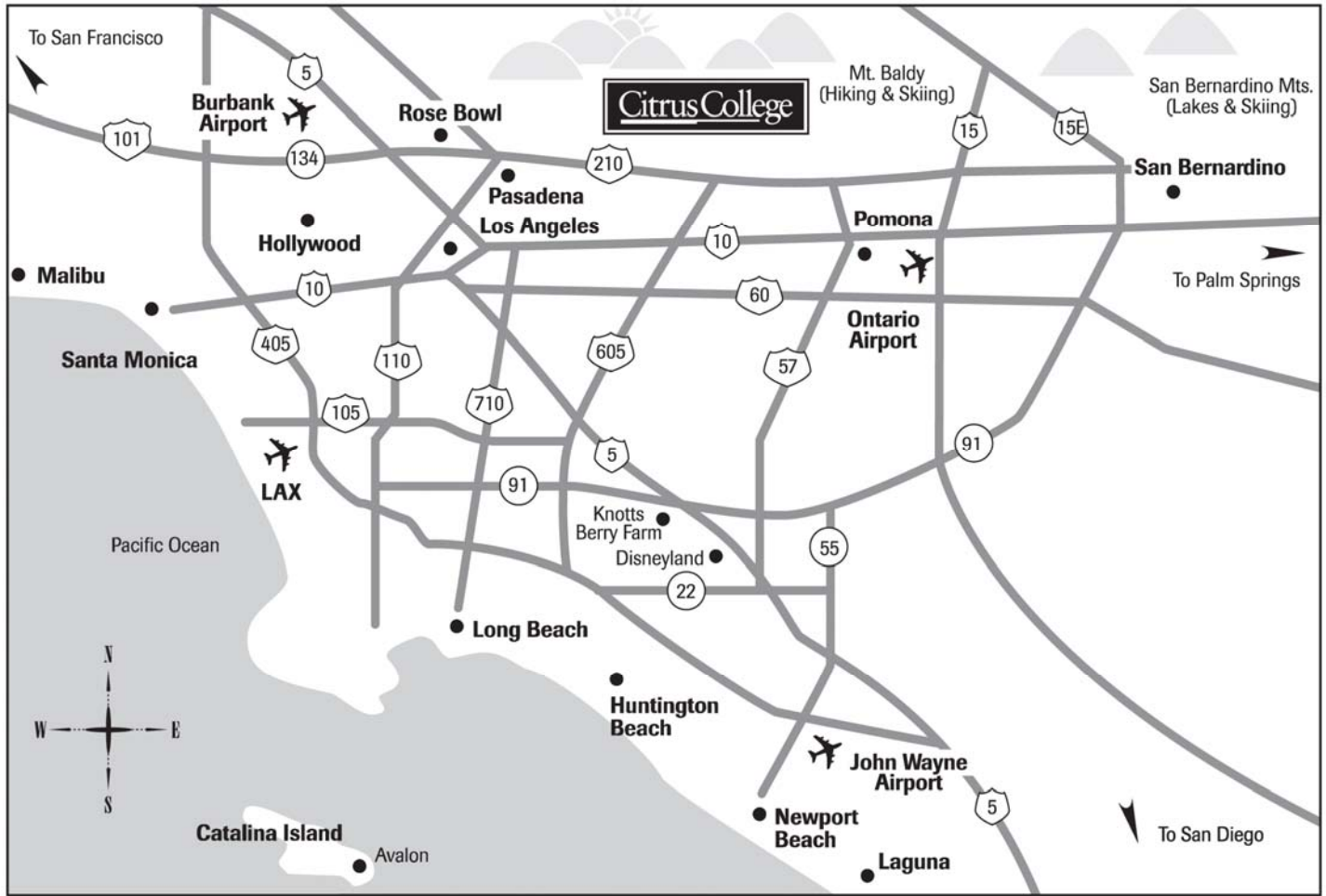
AA..... Automotive Annex	LH ..... Lecture Hall
AD ..... Administration	LI ..... Hayden Library
AN ..... Annex	LL ..... Lifelong Learning Center
AP..... Adaptive Physical Education	LS ..... Life Science
AQ ..... Aquatics	MA ..... Mathematics/Sciences
BF..... Baseball Field (FLD 2)	MO..... Maintenance/Operations
BK..... Owl Bookshop	NB ..... North Bungalow
CC ..... Campus Center	P1 ..... Portable #1
CI ..... Center for Innovation	P2 ..... Portable #2
CP ..... Central Plant	P3 ..... Portable #3
CS ..... Campus Safety	PA ..... Performing Arts Center
DT 1.... Diesel Technology	PC ..... Professional Center
& DT 2 (formerly Tech G)	PE..... Physical Education
ED ..... Educational Development Center	(formerly Main Gym)
ES..... Earth Science	PS..... Physical Science
FH..... Field House	RA ..... Recording Technology
FP..... Football Practice Field (FLD 5)	RG..... Reprographics (Print shop)
GH..... Gate House	SB..... South Bungalow
GI..... Golf Instruction (FLD 1)	SF..... Softball Field (FLD 3)
GR..... Golf Driving Range	SS..... Student Services
HH..... Hayden Hall	ST..... Stadium (FLD 4)
IC..... Integrated Success Center	TC..... Technology Center
IS..... Information Systems	TD..... Technician Development
LB ..... Liberal Arts/Business	TE ..... Technology Engineering
	TN..... Tennis Courts
	VA ..... Visual Arts
	VT..... Video Technology
	WA..... Warehouse / Purchasing

## Services

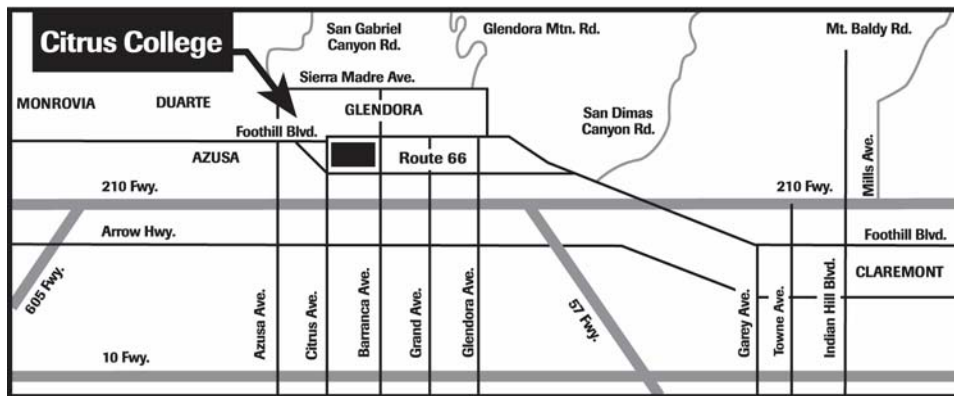
Academic Affairs.....AD	FLS Language Center.....P2
Admissions and Records .....SS	Food Service .....CC
Assessment.....SS	Foster Kinship Office.....IC
Associated Students .....CC	Foundation .....AD
Athletics /Kinesiology .....PE	Health Center .....SS
Art and Coffee Bar .....SS	Health Sciences .....PC
Audiovisual .....LI	Human Resources .....AD
Auditorium .....PA	Information .....SS
Board Room .....AD	International Student Center .....SS
Box Office .....PA	Learning Center .....ED
Bursar.....AD	Little Theatre .....PA
Business Services .....AD	Noncredit Education .....LL
Cafeteria – Owl Café .....CC	Noncredit Matriculation .....LL
CalWORKs .....LI	Nursing .....PC
Career/Transfer Center .....SS	Outreach .....SS
Cashier .....SS	Printing, Reprographics .....RG
Clarion, Student Newspaper .....VA	Public Information .....AD
College Advancement .....AD	Receiving .....WA
Community Education .....LL	Receiving, Bookstore .....BK
Computer Center .....IS	Safety Office .....CS
Cosmetology .....PC	Student Affairs .....CC
Counseling and Advisement Center .SS	Student Employment Services .....AD
Dental Assisting .....PC	Student Services Office .....SS
Disabled Students Center .....SS	Superintendent/President's Office ...AD
Distance Education .....LI	Swimming Pool .....AQ
Ethnician .....TC	Testing Center .....ED
EOP&S .....SS	Transfer Center .....SS
External Relations .....AD	Veteran's Center.....IC
Facilities Rental .....AD	Vocational Education Office .....TE
Faculty / Staff Lounge .....CC	
Financial Aid .....SS	
Fitness Center .....AP	

Revised 8/12/2016

# Citrus College Freeway Map



# Community Map



Note: Maps not to scale.